



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT
INST 3060.1
N30

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COMNAVREG MIDLANT INSTRUCTION 3060.1

Subj: MANPOWER MOBILIZATION AND SUPPORT PLAN (MMSP) GUIDANCE FOR
NAVY MOBILIZATION PROCESSING SITE (NMPS) NORFOLK

- Ref:
- (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide
 - (b) COMNAVRESFORINST 1001.39C, Administrative Procedures for Naval Reservists on Inactive Duty
 - (c) OPNAVINST 5400.24D, Command, Area Coordination and Command Relationships
 - (d) Joint Pub 4-05.1, Joint Doctrine for Mobilization Planning
 - (e) NAVSO P-3069, Source Data System Procedures Training Guide
 - (f) Defense Joint Military Pay System Procedures Training Guide
 - (g) NAVSO P-3050.2M, Defense Finance and Accounting Service Pay/Personnel Procedures Manual (Navy), Volume 2
 - (h) Department of Defense Financial Management Regulation, Volume 7A
 - (i) NAVSO P-6034, Joint Federal Travel Regulation
 - (j) OPNAVINST 1750.2, Deers Manual
 - (k) BUPERSINST 4650.14F, Navy Passenger Transportation Manual
 - (l) OPNAVINST 4650.11F, Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units
 - (m) COMNAVRESFORINST S3500.7G, Uniform System of Alert Conditions
 - (n) OPNAVINST 1750.1D, The Navy Family Ombudsman Program
 - (o) SECNAV 1754.1A, Family Service Center Program
 - (p) "What Now? A Guide for Reserve Component Families" (Sep 1992) ASD/FM&P
 - (q) "What's Next? A Guide to Family Readiness Families" (1990) Educational Publications Inc.
 - (r) NAVPERS 15560C, Navy Military Personnel Manual
 - (s) SECNAVINST 1001.10F, Screening of the Ready Reserve
 - (t) BUPERSINST 1001.39C, Administrative Procedures for Naval Reservists on Inactive Duty

Encl: (1) NMPS Norfolk MMSP

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1. Purpose. Issue the NMPS Norfolk MMSP to supporting commands and organizations.

2. Scope. This MMSP supplements guidance provided in references (a) and (b). The MMSP addresses overall logistic and administrative requirements, policy guidance, responsibilities, and procedures to support this site's mobilization and demobilization of Naval Reserve units and individuals. Included are both Selected Reservists (SELRES) and Pre-trained Individual Manpower (PIM) consisting of Individual Ready Reserve (IRR), Standby Reserve (S1 and S2), Retired Regular, and Retired Reserve personnel.

3. Background. Under the NMPS structure, mobilization and demobilization processing of the Naval Reserve is centralized at 14 designated sites. During mobilization, NMPS Norfolk will process SELRES and PIM personnel assigned to the NMPS Norfolk area of responsibility (AOR) as directed by the Reservists' mobilization/recall orders. Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) is designated as the Local Area Coordinator for Mobilization (LACMOB) and is responsible for all NMPS Norfolk operations.

4. Conditions for Implementation. If a member chooses to recall voluntarily through the Active Duty for Special Work (ADSW) program, the NMPS concept would be utilized, and the procedures already in place at the PERSUPP DETS and other commands will be used. Once under a larger mobilization scenario, the volume of recallees exceeding 20 per day per PERSUPP DET, PERSMOBTMS 3106 and 504 will be activated to assist processing. Mobilization of reserve forces will be initiated by one of the following scenarios:

a. Presidential Selected Reserve Call-up (PSRC): Allows recall of up to 200,000 SELRES from all services, for a period not to exceed 270 days.

b. Partial Mobilization: Allows for recall of up to 1,000,000 SELRES from all services, for a period not to exceed 24 months upon declaration of a national emergency by the President.

c. Full Mobilization: Allows for recall of all SELRES and PIM in time of national emergency or war declared by Congress for the duration of the contingency plus six months.

5. Action. The NMPS will be used for all mobilizations, recalls and voluntary Active Duty for Special Work (ADSW) recalls of over 30 days duration. All commands supporting NMPS Norfolk are to take the following actions:

a. Review enclosure (1) on a continuous basis for accuracy and implementation and provide any suggested improvements or changes to the NMPS Coordination Officer, COMNAVREG MIDLANT (N30), as the need

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arises. This instruction will be formally reviewed annually, with the review process beginning during the month of March, in preparation for reissue each fiscal year. COMNAVREG MIDLANT (N30) is point of contact for this document, Comm: (757) 322-2791, DSN: 262-2791.

b. Each supporting command should ensure that the sections applicable to their command are reviewed annually. At a minimum, the following issues should be reviewed:

(1) Specific manning levels necessary to support mobilization processing of:

- (a) Less than 50 personnel per day
- (b) 50-100 per personnel day
- (c) 100-200 personnel per day
- (d) More than 200 personnel per day

(2) Employees that are members of the Reserves that could be subject to mobilization.

(3) Procedures for training Personnel Mobilization Teams 3106 and 504 members for augmentation of commands supporting NMPS Norfolk (i.e. FISC Norfolk, PERSUPP DET NAVSTA Norfolk, NAVMEDCEN Portsmouth, etc.).

c. Carry out duties as specified in the MMSP to maintain mobilization processing capabilities and readiness in support of implementing mobilizations as ordered.

d. Maintain a copy of this instruction.


W. L. DILLINGER
Chief of Staff

Distribution:
COMNAVPERSCOM (PERS-92M)
NAVAIRES NORFOLK
NAVSTA NORFOLK
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PERSUPPACT NORFOLK
PERSUPP DET NAVSTA NORFOLK
PERSUPP DET NAS NORFOLK

COMNAVREGMIDLANTINST 3060.1

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PERSUPP DET LITTLE CREEK
NAVPTO NORFOLK
NAVMEDCEN PORTSMOUTH
NAVDENCEN NORFOLK
BRMEDCLINIC NAVSTA NORFOLK
BRMEDCLINIC NAVPHIBASE LITTLE CREEK
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NAVLEGSVCOFF MIDLANT NORFOLK
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NAVRESREDCOM REG SIX WASHINGTON DC
NAVMARCORESCEN NORFOLK
NRPERSMOBTM 3106
NRPERSMOBTM 504
LANTFLT HEDSUPPACT (FSC NORFOLK)
FISC NORFOLK
PWC NORFOLK
TRANSITPERSU NORFOLK

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COMMANDER
NAVY REGION, MID-ATLANTIC
NORFOLK, VA

MANPOWER MOBILIZATION SUPPORT PLAN (MMSP)
FOR
NAVY MOBILIZATION PROCESSING SITE (NMPS)
NORFOLK, VA

Commander, Navy Region, Mid-Atlantic
6506 Hampton Blvd.
Norfolk, VA 23508-1273

The long title of this plan is Navy Mobilization Processing Site Norfolk, Manpower Mobilization Support Plan. The short title, NMPS Norfolk MMSP.

RECORD OF CHANGES

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USER'S GUIDE

The MMSP is a lengthy plan consisting of an Overview, Annexes A through O, and several exhibits. All personnel should initially review this instruction in its entirety. Afterward, users normally will need to review only specific sections to conduct their duties. The following quick reference guide will assist you.

If you need:

To know the purpose of the NMPS;

A basic description of what this plan accomplishes and who is involved;

A process flowchart of the mobilization process;

Details of the mobilization process;

To know the role and responsibilities of your specific command;

To know how mobilization is initiated on a national level;

To conduct training for your command;

To prepare for a drill or exercise;

You should:

Read the MMSP Overview, paragraph 1a, "Mission"

Read the entire MMSP Overview, pages 1-5

Review Fig. 1-1 of the MMPS Overview

Read Annex B

Read:

1. The MMSP Overview
2. Annex B
3. Annex B, Sections 1-10
4. Other Annexes as may apply to your command

Review reference (a)

1. Refer to Annex B, Sections 1-10
 2. Consult PERSMOBTM CO's for assistance
-
1. Review Annex K
 2. Follow guidance in Annex B relating to your command's responsibilities

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**OVERVIEW OF
MANPOWER MOBILIZATION SUPPORT PLAN**

1. Command Policy and Guidance.

a. Background/Mission. The NMPS were established to ensure orderly, efficient, and complete processing of SELRES and PIM personnel both on and off active duty in the event of mobilization/recall and/or voluntary ADSW in excess of 30 days. During mobilization, active and reserve commands work together to support the 14 sites, under the direction and coordination of the Deputy Chief of Naval Operations (Manpower and Personnel), CNO (N1). At NMPS Norfolk COMNAVREG MIDLANT, the Local Area Coordinator for Mobilization (LACMOB), represents CNO (N1). The NMPS must effectively address mobilization and demobilization processing needs for up to 600 Reservists per day, 200 per day through each of the three supporting Personnel Support Activity Detachments (PERSUPP DETs). PERSUPP DET NAVSTA Norfolk is designated as the primary administrative support activity for NMPS Norfolk; however, PERSUPP DET NAS Norfolk and PERSUPP DET Little Creek may be called upon to assist depending upon throughput. The goal for complete NMPS processing of a member of the Naval Reserve being mobilized is three days, with a similar goal of two to three days for demobilization processing.

(1) Peacetime Missions. Plan for the rapid, efficient, and thorough mobilization/demobilization processing of Reservists, at all levels of recall; ensuring they are fully qualified from physical, personnel, pay, equipage, training, and administrative standpoints to augment active Navy, Marine Corps, or other forces, or to return to their previous inactive status. Train and qualify assigned NMPS active duty personnel and Naval Reserve Personnel Mobilization Team (PERSMOBTM) SELRES personnel to perform their functions efficiently and accurately. Process for gain or loss Naval Reserve members voluntarily recalled to active duty for 30 days or more under ADSW orders. Prepare and submit all required reports.

(2) Contingency/Wartime Missions. Gain Reservists to active duty through mobilization processing in a rapid, efficient, and thorough manner, ensuring they are fully qualified from physical, personnel, pay, equipage, training, and administrative standpoints to augment active Navy, Marine Corps, or other forces. Coordinate deployment of mobilized Reservists to meet gaining command requirements. When directed, demobilize returning forces. Prepare and submit all reports required to support the mobilization and demobilization missions.

b. Area of Responsibility. NMPS Norfolk will process mobilizing/demobilizing Reservists, ranging from SELRES drilling at the Naval Reserve Activities (NRAs) in the LACMOB's AOR as defined by COMNAVRESFOR, to PIM personnel. Some of the PIM personnel may require extensive refresher training before being deployed. The

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following commands/activities/detachments support the LACMOB for NMPS operations:

Naval Station (NAVSTA) Norfolk
Naval Air Station (NAS) Oceana Air Det Norfolk
Naval Amphibious Base (NAVPHIBASE) Little Creek
Naval Air Reserve (NAVAIRES) Norfolk
Naval Reserve Readiness Command, Region SIX (NAVRESREDCOM REG SIX)
Personnel Support Activity (PERSUPPACT) Norfolk
 Personnel Support Activity Detachment (PERSUPP DET) NAVSTA Norfolk
 Personnel Support Activity Detachment (PERSUPP DET) NAS Norfolk
 Personnel Support Activity Detachment (PERSUPP DET) Little Creek
Navy Passenger Transportation Office (NAVPTO) Norfolk
Fleet and Industrial Supply Center (FISC) Norfolk
Naval Medical Center (NAVMEDCEN) Portsmouth
 Branch Medical Clinic (BRMEDCLINIC) NAVSTA Norfolk
 Branch Medical Clinic (BRMEDCLINIC) NAVPHIBASE Little Creek
 Branch Medical Clinic (BRMEDCLINIC) NAS Oceana
Naval Dental Center (NAVDENCEN) Norfolk
Naval Legal Service Office Mid-Atlantic (NAVLEGSVCOFF MIDLANT)
Trial Service Office East (TRISVCOFF EAST)
Atlantic Fleet Headquarters Support Activity (LANTFLT HEDSUPPACT)
 (Family Service Center Norfolk)
Navy Public Works Center (PWC) Norfolk
Naval and Marine Corps Reserve Center (NAVMARCORESCEN) Norfolk
Personnel Mobilization Team (PERSMOBTM) 3106
Personnel Mobilization Team (PERSMOBTM) 504

c. Concept of Operations. Voluntary recalls and involuntary mobilizations of less than 20 Reservists per day will be accomplished within the normal working routine and spaces of the supporting commands. When the tempo of mobilization is expected to exceed this capability, the LACMOB will stand up a centralized NMPS processing center at Naval Station Norfolk and will request partial or full mobilization of PERSMOBTM 3106 and 504 personnel. PERSMOBTM mobilization will be phased in to meet NMPS functional needs based on the expected throughput of personnel. Once the centralized NMPS has been established, all mobilization processing will be coordinated and tracked from that location.

If the tempo of mobilization/demobilization will exceed capacity, even after the mobilization of PERSMOBTM 3106 and 504 (about 50 per day), the LACMOB will identify and provide additional staff to meet demands as necessary. For very large-scale mobilization, it is expected that all commands will support around-the-clock NMPS processing of Reservists.

A 24-hour Command/Information Center Communications Watch will be established at the NMPS to support rapid, direct communications with NMPS support staff and to respond to queries.

(1) Mobilization Processing. The basic steps of mobilization processing for each Reservist are depicted in Figure 1-1. The locations and responsible personnel involved in the

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processing steps will vary depending on whether the mobilization is small-scale, using normal spaces; or large-scale, using centralized processing. Annex B, Sections 1 through 10, describes the duties and responsibilities for the various supporting functions used in mobilizing/demobilizing Reservists. Appendices A and B provide the checklists, from reference (a), used in the mobilization and demobilization processes.

(2) Demobilization Processing. Upon completion of the Reservists' mobilization/recall orders, or determination by the area Commander-in-Chief (CINC) that their skills are no longer required, gaining commands will notify CNO (N1) and the NMPS. Notification should be made at least one week in advance of projected release dates and include any known transportation arrangements. Upon release from the gaining command, Naval Reserve personnel will report for demobilization to the NMPS through which they were mobilized. Personnel must undergo complete physical examinations before separation. These separation physicals will require the greatest single amount of time, so it is imperative that the LACMOB identify adequate medical and dental manning for demobilization processing. After physicals have been completed, the PERSUPPDET will complete separation processing and issue reserve ID cards. Ideally, demobilization will be a phased process, whereby the NMPS will process a steady stream of personnel off active duty. However, an effective response must be planned for any surge of demobilization processing. Upon completion of demobilization processing, Reservists will be transported back to their parent Naval Reserve Activity (NRA) for deactivation processing and return to a reserve drilling status.

d. Planning Guidance

(1) General Conditions. NMPS Norfolk will support the mobilization and demobilization of reserve personnel for a wide-range of contingencies from voluntary recall over 30 days through full mobilization in support of war. Voluntary recalls and very low flow rate (<20 Reservists per day) mobilizations will be managed within existing manpower and normal routine. Larger scale mobilizations will require either selective or total supporting PERSMOBTM mobilization and the standup of a centralized processing facility at Naval Station Norfolk. An essential challenge in larger scale mobilizations will be to augment the staff needed to support NMPS functions. Manning of the PERSMOBTMs, in regard to total numbers and to the specific rates/designators assigned, is not sufficient to provide the additional staffing needed by the supporting functions in the event of large scale mobilizations. The LACMOB, SRA, and PERSMOBTMs will validate NMPS staffing needs and submit them to the Naval Personnel Command (COMNAVPERSCOM) for funding consideration. Some recalls may involve the mobilization of PIM; these personnel will require greater processing resources and monitoring due to their presumed long-term absence from military and lack of records maintenance and standards review.

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(2) Logistics and Administrative Support Objectives. The required-processing objective of the NMPS is to support up to 600 Reservists per day. Specific objectives are listed below:

(a) During high mobilization levels be able to support around-the-clock mobilization processing.

(b) Target 72 hours to process any one individual.

(c) Continue to support normal operations during mobilization processing.

(d) Process as many as 600 personnel per day to active duty.

(e) Provide medical and dental screening of all mobilizing Reservists.

(f) Provide necessary legal assistance (e.g., wills, powers of attorney).

(g) Provide messing and berthing for all processing Reservists.

(h) Provide necessary support for the storage of household goods (HHG) as required.

(i) Provide Family Services support as required.

(j) Provide timely transportation to Reservists' point of entry.

(k) Process Reservists through the demobilization process.

e. Command Relationships. Annex B details the command relationships that exist during mobilization and demobilization contingencies.

f. Planning Documents Policy. This document shall be reviewed annually to ensure the plan remains current. Supporting commands will be responsible for reviewing their sections in applicable annexes and forwarding required changes to the LACMOB.

2. Facility and Resource Related Information. Annexes B through O address facility and resource issues in detail for each of the supporting commands/activities/detachments and the functions required in support of the mobilization/demobilization process.

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NMPS PROCESS FLOW CHART

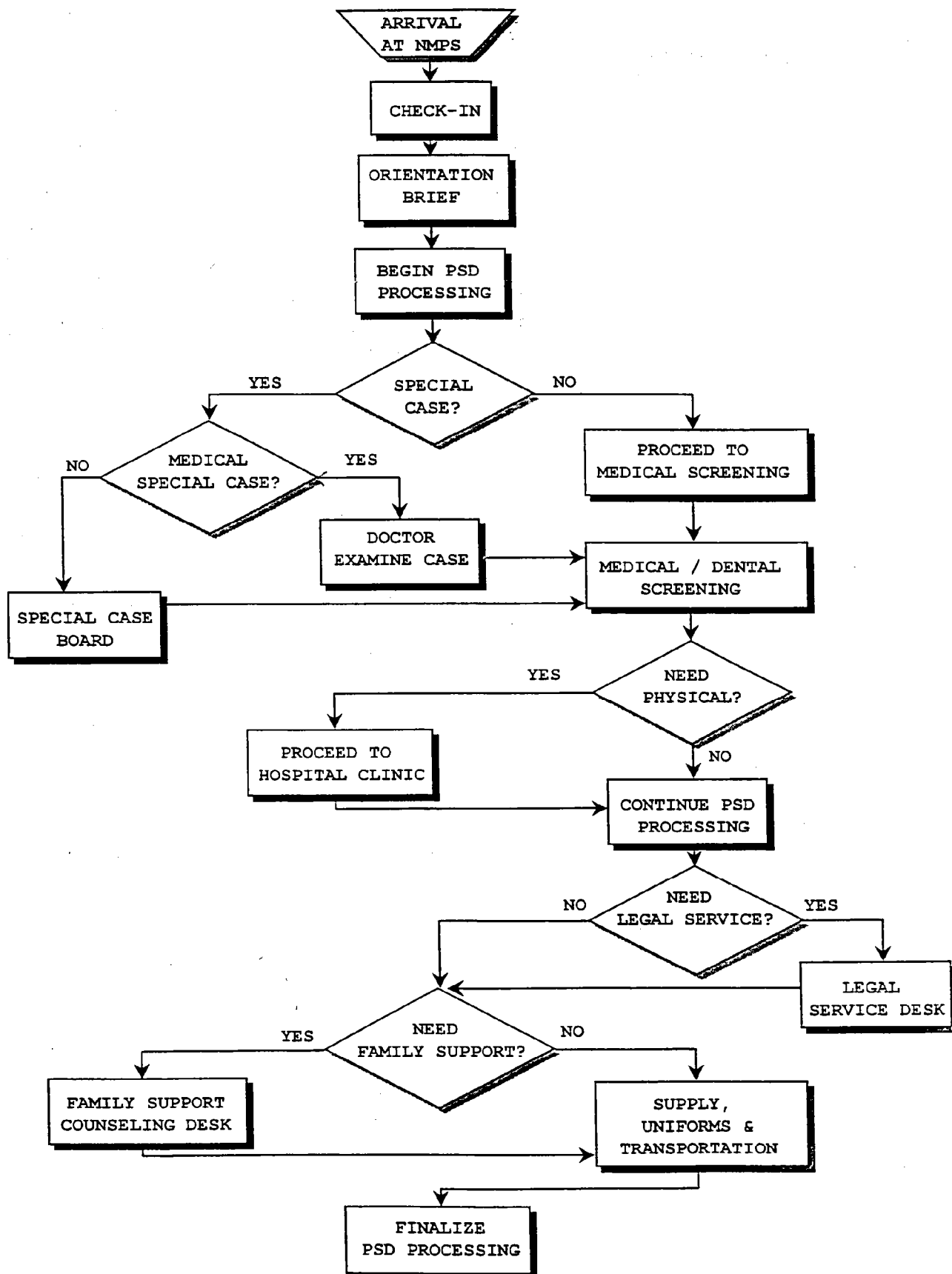


FIGURE 1-1

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ANNEX A

PLANNING ASSUMPTIONS AND GUIDANCE

1. Mobilization/Demobilization

Mobilization, deployment, and demobilization of individuals or units will follow the schedule published by higher authority and guidance contained in reference (a). NMPS Norfolk will support mobilization and demobilization processing of U.S. Naval Reserve members, including voluntary and involuntary SELRES and PIM. PIM is comprised of Individual Ready Reserve (IRR), Standby Reserve (S1 and S2), Retired Regular, and Retired Reserve members. In addition, NMPS can provide support to DON civilian employees, Military Sealift Command civilian mariners, contractors, and other government related employees deploying for crisis/contingency response or mobilization.

a. Processing will be required for Reservists ranging from voluntary peacetime augmentation ADSW over 30 days, involuntary recall associated with a Presidential Selected Reserve Call-Up (PSRC), through partial and full mobilization. The throughput goal for NMPS Norfolk mobilization is 600 personnel per day (200 per supporting PERSUPP DET).

b. Low levels of voluntary and involuntary processing, less than 20 per day, can be accomplished by the assigned active duty staffs of NMPS Norfolk and its supporting commands. Recall of PERSMOBTM 3106 and 504 personnel will not normally be required.

c. To support the processing of larger numbers of recalled personnel, PERSMOBTM 3106 and 504 personnel will be mobilized to meet the phased requirements as requested by the LACMOB and approved by CNO (N1). Full mobilization of the PERSMOBTMs will support a recall level of about 50 per day. Levels beyond this point will require additional staffing.

d. Coordination, tracking and monitoring of members' progress during processing will be accomplished and reported daily to CNO (N1) via COMNAVPERSCOM (Pers-92M) by message, fax or e-mail as directed.

2. Funding

The additional funds for contingency mobilization and demobilization tasks and functions are not programmed or budgeted in peacetime. These tasks and functions will be funded at execution from reprioritized, reallocated existing funds subject to recording, reporting, and reimbursement actions. These tasks include, but are not limited to, contracted services (messing, berthing, transportation, storage, etc.), civilian overtime, increased utility costs, increased cost of consumables, expanded or reestablished base security and

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traffic management functions, increased TAD costs, procurement of rental equipment, and costs for medical/dental supplies and tests.

3. Medical Screening

a. During the in-processing, medical/dental screening will include a complete physical status determination. It is assumed that most SELRES personnel will have had an annual physical within 12 months of mobilization. With the 5 year cycle of short/long form physicals it is reasonable to assume that no more than 20 percent will require complete physical exams. As many as 60 percent may require some form of dental exam. Almost all personnel mobilized will require some type of immunization, prophylaxis, or laboratory testing depending on the theater of operation. It is expected that all PIM personnel will require complete physical and dental exams.

b. Upon release from active duty, all personnel will require a complete medical exam. This is required to identify any possible medical problems incurred while on active duty and help prevent post-mobilization medical issues experienced in other operations.

c. Depending upon the numbers of personnel being mobilized, it may be required to reduce/curtail routine (non-emergency) medical services to allow for the realignment of medical staff in support of NMPS medical activities.

4. Legal

Legal support is premised on the following assumptions which are relevant to all levels of mobilization unless otherwise specified.

a. Legal support will consist of providing command services, military justice advice, administrative separation board advice and processing, notarizations, powers of attorney, simple wills, family care plans and other custody and support matters, resolution of Soldiers' and Sailors' Civil Relief Act matters, advice on Uniformed Services Employment and Re-Employment Rights Act (USERRA), and advice on Status of Forces Agreements (if available). No legal assistance with respect to initiating divorce or separation agreements will be provided to mobilizing Reservists.

b. Military justice requirements for resident commands and mobilizing units will take precedence over the individual legal assistance needs of mobilizing Reservists.

c. SELRES will be deployment-ready with respect to routine personal legal requirements prior to leaving NMPS Norfolk. Legal support to SELRES units will address emergent situations, notary service, and training/information briefings.

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d. Conscientious Objectors will be assigned non-combatant duties consistent with their asserted beliefs and will remain at Transient Personnel Unit (TRANSITPERSU), NAVSTA Norfolk until their cases are processed.

e. Individual Reservists who have specific legal requirements will be referred to NAVLEGSVCOFF MIDLANT for individual appointments.

f. NAVLEGSVCOFF MIDLANT will be augmented by judge advocates assigned to PERSMOBTM 3106 and 504, as requested by the LACMOB phased augmentation plan to support process loading.

g. Upon NMPS Norfolk notification, NAVLEGSVCOFF MIDLANT and TRISVCOFF EAST will be made aware of the anticipated mobilization and will be apprised as to which theater (countries) mobilizing Reservists will be sent so that appropriate briefings, coordination, and follow-up for on-going legal problems can be arranged.

5. Communications

NMPS Norfolk will provide coordination for telephones, lines, modems, cellular telephones, digital service units, fax machines, and wiring designed specifically for NMPS processing. All computers, servers, printers, routers, cables, and installation of computer equipment will be the responsibility of the supporting commands. Communication augmentation for processing of recallees will be established within 48 hours of their arrival.

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ANNEX B

COMMAND RELATIONSHIPS, RESPONSIBILITIES, FUNCTIONS AND TASKS

1. CNO (N1), in coordination with COMNAVRESFOR, is responsible for overall management of the NMPS program activation, mobilization, demobilization, and deactivation processes. This includes monitoring, evaluating, tracking and reporting the status of all personnel processed through the NMPS. These reports will track for each contingency the total individual gains to active duty, delays, total days each individual is recalled, and mobilization and demobilization times. Specifically, CNO (N1) must ensure that these personnel functions meet the defined, validated, and integrated requirements of the Office of the Secretary of Defense (OSD), the Unified Commanders, and others whose need for Navy personnel has been approved by CNO (N3/N5). During large-scale mobilization and demobilization operations, CNO (N1) will mobilize supporting PERSMOBTMs to help meet phased augment requirements of the LACMOB.
2. CNO (N1) implements CNO mobilization directives by providing policy guidance on orders preparation, deferment and separation criteria, screening procedures, entitlements, and other manpower and personnel issues related to mobilization. CNO (N1) serves additional duty as Chief of Naval Personnel (CHNAVPERS).
3. Assistant for Naval Reserve Matters CNO (N1R) serves as principal advisor and assistant to CNO (N1) for Naval Reserve, and in this context, Navy mobilization functions. CNO (N1R) reviews and comments on policies, procedures, and criteria affecting the Naval Reserve. CNO (N1R) further delegates authority for the daily operations, coordination, and responsibility for the NMPS program to the COMNAVPERSCOM, Mobilization and Joint Plans Branch Head (PERS-92M). PERS-92M coordinates mobilization requirements with CNO (N3/N5), Director of Naval Reserve CNO (N095) and COMNAVRESFOR (N32) for planning and recall of Naval Reservists for contingency operations.
4. COMNAVRESFOR is responsible for managing the SELRES and implementing NMPS SELRES activation and deactivation procedures.
5. Naval Reserve Personnel Center (NAVRESPERS-CEN), a field activity of COMNAVPERSCOM, is responsible for managing PIM personnel. NAVRESPERS-COM implements PIM recall notification and forwards service records to the designated NMPS for activation and mobilization processing at the direction of CNO (N1).

COMNAVREGMIDLANTINST 3060.1

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ANNEX B

SECTION 1

LOCAL AREA COORDINATOR FOR MOBILIZATION (LACMOB)

1. The LACMOB for NMPS Norfolk is Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT).

2. LACMOB Point of Contact:

COMNAVREG MIDLANT Operations/Plans Officer (N30)

Commander
Navy Region, Mid-Atlantic
6506 Hampton Blvd.
Norfolk, VA 23508-1273

COMM: (757) 322-2791/DSN: 262-2791

3. Command Relationships

a. The LACMOB reports to CNO (N1) for NMPS operations.

b. The LACMOB, under authority as Area Coordinator per reference (c), shall coordinate, direct, and monitor NMPS Norfolk commands responsible for supporting Navy mobilization and demobilization functions and responsibilities. The following commands report to the LACMOB for NMPS operations:

(1) Commanding Officer, Naval Air Reserve Norfolk as the Senior Reserve Advisor (SRA)

(2) PERSUPPACT Norfolk

(a) PERSUPP DET NAVSTA Norfolk

(b) PERSUPP DET NAS Norfolk

(c) PERSUPP DET Little Creek

(3) NAVPTO Norfolk

(4) NAVMEDCEN Portsmouth

(a) BRMEDCLINIC NAVSTA Norfolk

(b) BRMEDCLINIC NAVPHIBASE Little Creek

(c) BRMEDCLINIC NAS Oceana

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- (d) NAVDENCEN Norfolk
- (5) NAVLEGSVCOFF MIDLANT
- (6) TRISVCOFF EAST
- (7) LANTFLT HEDSUPPACT
- (a) Hampton Roads Area FSCs
- (8) FISC Norfolk
- (9) PERSMOBTMs 3106 and 504

4. Responsibilities

a. Conduct planning at all levels of recall for the processing of Reservists to active duty (mobilization) and release from active duty (demobilization) per references (a), (b), and (d).

b. Plan, execute, and evaluate annual regional mobilization exercises (MOBEXs) to provide training for NMPS Norfolk supporting commands. Provide copies of After Action Reports (AAR)/Lessons Learned to CNO (N1).

c. Participate in DOD or DON level MOBEXs as directed by CNO (N1) or higher authority. Submit AARs and Lessons Learned as directed. Coordinate with CNO (N1) to resolve problem areas.

d. Provide for the training and qualification of PERSMOBTM 3106 and 504 personnel.

e. Oversee, direct, and monitor procedures necessary to mobilize and demobilize Reservists, involuntarily or voluntarily, recalled to active duty for 30 or more days within the NMPS Norfolk AOR per Annex C, reference (a) and as directed by CNO (N1).

(1) For recalls involving mobilization/demobilization of Reservists in small numbers, less than 20 per day, processing will be conducted by assigned active duty and civilian personnel and integrated into the normal daily routine of the supporting commands.

(2) For recalls involving mobilization/demobilization of more than 20 Reservists per day per PERSUPP DET, the LACMOB will request augmentation by PERSMOBTM 3106 and 504 to maintain operational processing levels and activate a pre-designated processing facility.

f. Submit required mobilization/demobilization and/or ADSW Status Reports to PERS-92M as directed.

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g. Submit required Personnel Transfer Report to the Reservist's follow-on activity or gaining command as directed by CNO (N1).

5. Facilities

a. For recalls involving mobilization/demobilization of up to 20 Reservists per day per PERSUPP DET, processing will be conducted in the normally assigned spaces.

b. For recalls involving mobilization/demobilization of larger numbers of Reservists, the LACMOB will activate a central processing facility which will be designated at that time based on the level of recall and availability.

6. Functions and Tasks

a. Carry out and ensure the successful mobilization and demobilization of Naval Reserve personnel as outlined in this instruction and reference (a). Provide supervision and guidance to subordinate commands supporting the NMPS program to ensure review and streamlining of these procedures is carried out on an ongoing basis.

b. Properly track the disposition of all recalled Reservists arriving and departing NMPS Norfolk. Properly handle personnel in a legal or medical hold status until properly resolved to ensure final processing is accomplished.

c. Upon notification by CNO (N1) of units/individuals being mobilized, contact supporting commands as required by the NMPS process.

d. Accomplish reporting requirements as outlined in reference (a) and Annex H of this instruction. Close liaison with PERS-92M and COMNAVRESFOR (N32), when necessary, shall be maintained for the smooth and efficient flow of mobilization and demobilization processes.

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ANNEX B

SECTION 2

SENIOR RESERVE ADVISOR (SRA)

1. The SRA for NMPS Norfolk is Commanding Officer, Naval Air Reserve (NAVAIRES) Norfolk.
2. The SRA Point of Contact is the NAVAIRES Manpower Officer (N73) (757) 444-2038

3. Command Relationships

- a. The SRA reports to LACMOB for items relating to NMPS Norfolk for liaison, guidance, and expertise. As depicted in reference (a), the SRA is normally a senior (06) TAR officer, serving as the Commanding Officer, Naval Air Reserve Norfolk.

- b. The SRA acts as the subject matter expert (SME) on Reserve matters and provides the LACMOB with advice, assistance regarding Reserve field activities, and information on the activation status of Reservists within the LACMOB's area of responsibility. The SRA will coordinate with the COMNAVRESFOR, NAVRESPERSSEN, and COMNAVPERSCOM (PERS-92m) regarding mobilization matters.

4. Responsibilities

- a. The SRA will be the subject matter expert on all of the following:

- (1) Applicable laws pertaining to the Reserve Component (RC), its organization, administration, and management.

- (2) Policies affecting availability, funding, and use of the Reserve Component (RC) for peacetime and contingency support, including ADSW, active duty training (ADT), annual training (AT), inactive duty travel training (IDTT), inactive duty training (IDT), and all phases of mobilization.

- (3) The various commands and personnel systems that support RC in their inactive duty (peacetime) assignments, in contingencies, and during activations and deactivations.

- (4) Medical and dental standards, personnel and pay processes, and associated systems required for the mobilization gain and demobilization loss of Reservists to active duty.

- (5) The training standards, funding, manning shortfalls, capabilities, limitations, and readiness status of all assigned PERSMOBTM units.

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(6) The capabilities and limitations of Navy Reserve Activities (NRAs) to provide supporting services and information for the NMPS. These requirements include forecasting Reservists to be activated and transported to the NMPS for mobilization, and the status of the assignment and training of NRA ombudsmen to support the NMPS ombudsmen.

(7) Information contained in reports on numbers, sequences, time frames, and methods of transport for mobilized Reservists enroute to the NMPS; previews of special processing or equipment needs; processing priorities, if known; special case (delay and exemption board) transfers requiring follow up action; the status of mobilization related investigations tasked to NRAs (line of duty, JAG, etc.); and other reports as are considered necessary.

(8) Active support for, and participation in, all planning, execution, and evaluation support for MOBEXs, as appropriate, to validate activation/mobilization and demobilization/deactivation capabilities.

b. Provide the LACMOB with annual COMNAVRESFOR and NAVRESPERSCEEN updates on the number, type, and origins of SELRES units and PIM members to be processed at the NMPS supported, and any revisions to the NRAs normally associated with the LACMOB.

c. During recalls, activations/mobilizations and demobilizations/deactivations, communicate with the NRAs and the LACMOB on information for recall, and the personnel accounting status of Reservists mobilizing and demobilizing.

d. Act as peacetime "Field Evaluator" for systems, processes, procedures, standards, and instructions associated with RC personnel recalls, activations/mobilizations, and demobilizations/deactivations. Continually submit recommendations to appropriate commanders for improved preparation, accounting, and cost reductions actions keyed to the standardization and streamlining of processes and procedures.

5. Facilities. The SRA's primary mission is local NMPS Reserve interface advisor and subject matter expert. Facilities under his/her control, other than administrative and conference rooms, will not normally be utilized in an NMPS role. However, if NMPS space constraints dictate, the need to use spaces under the control of the SRA will be coordinated at the local level.

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ANNEX B

SECTION 3

PERSONNEL SUPPORT ACTIVITY (PERSUPPACT) /
PERSONNEL SUPPORT ACTIVITY DETACHMENT (PERSUPP DET)1. Command Relationships

a. PERSUPP DET NAVSTA Norfolk is designated as the primary pay/personnel administration station for NMPS Norfolk and will be used to process Reservists during peacetime and/or small-scale mobilizations.

b. During large-scale mobilizations, PERSUPP DET Little Creek and PERSUPP DET Sewell's Point Norfolk, as directed by the LACMOB will augment PERSUPP DET NAVSTA Norfolk. In addition, the PERSUPP DETs will be augmented by PERSMOBTM 3106 and 504 personnel in accordance with this MMSP.

c. PERSUPP DETs will coordinate with the LACMOB to ensure that all Reservists reporting for mobilization/demobilization have properly reported to NMPS Norfolk; are fully accounted for; have received proper medical screenings; and the gain to, or release from, active duty has been properly accomplished.

d. PERSUPP DETs will keep PERSUPPACT Norfolk apprised on the status of mobilization/demobilization processing and of any issues that may arise. PERSUPPACT Norfolk will coordinate with the LACMOB Norfolk, CINCLANTFLT, and COMNAVPERSCOM to identify and assist in resolving mobilization/demobilization issues.

2. Responsibilities

a. Conduct planning and training for mobilization and demobilization processing of Reservists per references (a) and (e) through (l).

b. Provide for the training and qualification of PERSMOBTM 3106 and 504 personnel.

c. Mobilize/demobilize Reservists per the guidance in references (a) and (e) through (h), Annexes B and C of this MMSP.

3. Facilities and Tasks

a. For recalls involving small scale mobilizations or demobilizations, processing will be conducted in normal working spaces.

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b. For larger scale recalls, the LACMOB will activate a central processing facility as per MMSP phase guidance.

c. Participate in annual regional MOBEXs conducted by LACMOB to provide mobilization/demobilization training for NMPS participating commands as well as to validate NMPS processing and to highlight any shortfalls.

d. Mobilize Reservists per the guidance in references (a) and (e) through (i) and other CNO (N1) guidance as applicable. Mobilization actions include, but are not limited to the following:

(1) Log SELRES and/or PIM personnel checking-in chronologically on the receipt/transfer log specifying name, grade/rank, social security number, unit, and order serial number.

(2) Initiate personnel gain actions to Manpower and Personnel Management Information System (MAPMIS) and Defense Joint Military Pay System (DJMS).

(3) Gain member to the appropriate unit. Group reporting endorsements are recommended.

(4) Submit Officer Personnel Information Systems (OPINS) and Navy Enlisted Personnel System (NES) accession to active strength.

(5) Open temporary pay account.

(6) Prepare NAVPERS 1070/602 Dependency/Emergency Data, Defense Joint Military Pay System (DJMS) 3501, Finance Input Document (FID) to start member's Basic Allowance for Housing (BAH II), section with/without dependents, or BAH Partial if entitled. Determine proper entitlement for divorced members required to pay child support only.

(7) Open new service record for members reporting without one. New service record to include Page 2; photocopy of Page 3; new Pages 4, 5 and 9; and required Page 13s.

(8) Reenlist/extend personnel whose Expiration of Reserve Enlistment (EREN) date is before the scheduled end of the mobilization period.

(9) Establish a holding area for the member's current service record, acquiring information as required. The service record goes with the member/unit upon detaching NMPS and going on to gaining command.

(10) Have member complete IRS W-4 forms for federal and one for state. Submit appropriate DJMS FID events.

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(11) Prepare State of Legal Residence and DJMS event/Change of Legal Residence (CLR) if the Home of Record and State of Legal Residence are different.

(12) Start EFT if required. All recalled Reservists are required to have EFT started upon mobilization. (Form 1099A)

(13) Submit DJMS FID event for BAH I on members recalled for 140 days or more

(14) Start allotments for members if mobilization is for 180 days or more.

(15) Start RATSEP on enlisted members authorized or ensure Uniformed Services Meal Pass is issued. Provide member with projected pay and allowances.

(16) Assist members on start of SGLI when pay record is activated. If necessary, keep file on members desiring an increase or decrease in coverage. Complete SGLI election form (VA 8286). Submit DJMS FID event

(17) Make required Page 13 entry of member's acknowledgment of length of mobilization.

(18) Make required Page 13 entry on member's acknowledgment of receipt of active duty orders from their RA. Include serial number of orders.

(19) Issue active duty ID card (when mobilization is over 30 days). Collect the Reserve ID card and retain on left side of Service Record until demobilization (if it will still be valid at that time). If activated Reservist is a family member of an active duty member, dependent ID Card may need to be collected also. Coordinate with active duty member.

(20) Issue Geneva Convention Cards to appropriate medical and religious personnel. (MILPERSMAN 4620100)

(21) Prepare DD Form 1172, Uniformed Service Identification and Privilege Application for member to forward to spouse for issuance of DD Form 1173 Uniformed Service Identification and Privilege Card at nearest ID facility (if mobilization is over 30 days).

(22) For single parents and military married to military with dependents, ensure Family Care Plan Certificate (NAVPERS 1070/6) is in service record. If not, refer to the Delay/Exemption Board.

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(23) If member is receiving Montgomery GI Bill benefits, advise of requirement that any overpayment for the current semester must be reimbursed to the Veterans Administration. Submit appropriate DJMS FID.

(24) Verify DEERS enrollment information is recorded in Real-time Automated Personnel Identification System (RAPIDS) in accordance with reference (g).

(25) Complete History of Assignments (NAVPERS 1070/605) per MILPERSMAN 1070-290.

(26) Make travel arrangements/reservations in accordance with reference (k). Forward copies of orders and requests for passports to NAVPTO. Request Passenger Reservation Requests, as necessary. Brief individual on travel (e.g., per diem entitlement).

(27) Prepare a travel or country clearance in accordance with reference (l).

(28) Ensure member's OPNAV 5520/20, completed and filed in the service record by the member's NRA, contains accurate citizenship and security clearance data.

(29) Ensure a current DD 1435, COMSEC Maintenance Training and Experience Record, is in the service record if member is a Cryptographic Maintenance Technician (MILPERSMAN 6650200). The NRA must complete this form at time of activation.

(30) For officers: Complete Officers Report of Home of Record (NAVPERS 1070/74) and place from which ordered to active duty.

(31) Verify entitlement to per diem. See reference (f).

(32) Distribute and monitor utilization of the OPNAVINST 3060.7A/NMPS Norfolk Mobilization Check-In Forms.

(33) Under normal circumstances, advance pay will not be authorized. Advance payments may be authorized for support of a Dependent of an Active Duty Family Member (DODFMR) if either of the following conditions exists:

(a) Payments are authorized when it is determined that a member can not receive pay and allowances due within 14 days of reporting.

(b) Payments are authorized and the member is assigned to a distant duty station where pay and allowances may not be paid on regular basis.

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(If one of the above conditions is met, have member complete request chits for special pay and advance pay and allowances.)

(34) For E-6 and below residing in government quarters, issue rations-in-kind meal pass. E-7 and above may receive separate rations if desired.

(35) Assemble Service Record, temporary pay account, health record, dental record, and PRT folder. Prepare skeleton service record if member is being called up as part of a newly activated reserve unit with a UIC that must be established and/or activated. Skeleton service records will be carried by member and turned in to ultimate duty station. Copies of the following documents will make up the skeleton service record:

(a) NAVPERS 1070/602

(b) NAVPERS 1070/605

(c) NAVPERS 1070/613

(36) Prepare DJMS loss event to transfer member from PERSUPP DET UIC to UIC of gaining command ultimate duty station. Retain package which should include copy of orders, NAVPERS 1070/602 and NAVPERS 1070/613.

(37) Have member check with ESO on advancement eligibility, order or forward advancement examination as necessary.

(38) Complete detaching endorsements on member's orders. Group endorsements are recommended.

e. Demobilize Reservists per the guidance in references (a), (e) through (i), Annex C of this MMSP, and other CNO (N1) guidance as applicable. Demobilization actions include, but are not limited to, the following:

(1) Gain member on board for separation processing in accordance with current procedures.

(2) Interview member to determine which pay entitlements he/she was entitled to and take action to correct any deficiencies identified.

(3) Interview member and review service records to determine if all periods of service are documented to ensure DD-214(s) are properly issued. If no periods of service are documented, call NRPC to order a Statement of Service.

For officers, NRPC Code 21 at Comm: 504-942-6184 - DSN: 363-6184/1824.

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For enlisted, NRPC Code 23 at Comm: 504-948-5987/44 - DSN: 363-5987/44.

(4) Make the following Page 13 entries for SELRES personnel and obtain member(s) and witness(s) signatures:

(a) "(Date): I understand that I must contact my Reserve unit within 30 days of release from active duty for benefits, counseling and administrative processing."

(b) An entry regarding possession of handguns while traveling to home of record per ENLTRANSMAN Art. 1.028.

(c) An entry regarding health care insurance election. Fig. A21-4 of ENLTRANSMAN refers.

(d) An entry regarding leave.

(5) Ensure a Security Termination Statement (OPNAV 5511/14) has been executed by customer command. If customer command has not executed this form, PERSUPDET personnel must ensure completion. File form on left side of service record. Completion of separation questionnaire is not required.

(6) Have member verify Page 2, update with any changes.

(7) Do not prepare separation orders. Use the separation accounting data on the recall orders for separation travel.

(8) Prepare DD-214 per BUPERSINST 1900.8 for every demobilizing member. Use SPD LBK/MBK as appropriate. Assign a "RE" Code for every enlisted member (normally RE-1). Annotate in "Remarks", the authority under which the member was recalled to active duty, Executive Order Number, and for those who may serve in any theater of operations, the actual country location and dates of overseas service. Examples:

(a) "Recalled to Active Duty under EO 12727 in support of Operation Desert Shield/Desert Storm. 900804-910310/Persian Gulf."

(b) "Recalled to Active Duty under EO 12727 in support of Operation Desert Shield/Desert Storm." (For those who were not deployed OUTCONUS)

(9) Review the member's pay and personnel accounts for accuracy. Correct deficiencies in accordance with current procedures. Prepare SDS L02/L28 loss events. Include deactivation at NRA before release date.

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(10) Arrange for member's onward transportation to home of record, via NRA for deactivation.

(11) Update DEERS regarding member's release to inactive duty or discharge. Advise member to return dependent ID cards to separating PERSUPP DET and provide pre-addressed envelope for member's use.

(12) Provide member the following forms:

(a) Department of Labor Referral Form "Reemployment Rights and Employment Data"

(b) "Once a Veteran" (NAVEDTRA 46602)

(c) VA Pamphlet 29-66-1 Information about SGLI.

(13) Provide forms and instructions regarding travel claim submission to member.

(14) Upon successful completion of all other demobilization stations, issue Reserve Identification Card and effect release to Inactive Duty.

4. NMPS POC: PERSUPPACT Norfolk

Reserve Coordinators (N1) and (N311)

Comm: (757) 444-1005

DSN: 564-1005

PERSUPP DET Norfolk

Officer In Charge (00)

Comm: (757) 444-1254

DSN: 564-1254

PERSUPP DET Norfolk

Reserve Coordinator (230)

Comm: (757) 444-7080

DSN: 564-7080

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ANNEX B

SECTION 4

NAVY PASSENGER TRANSPORTATION OFFICE (NAVPTO)

1. Command Relationships. NAVPTO is located at PERSUPP DET NAVSTA Norfolk. NAVPTO will coordinate with PERSUPP DETs to provide air transportation arrangements for mobilizing and demobilizing Reservists.

2. Responsibilities and Tasks

a. NAVPTO is designated to provide air transportation for personnel in a mobilization/demobilization status to and from the Air Terminal, NAS Oceana Air Det Norfolk.

b. Ensure arranged transportation meets the mobilization and demobilization timelines as scheduled by the local PERSUPP DET.

4. NMPS POC: PERSUPPACT Norfolk
Transportation Officer (N4)
Comm: (757) 444-2491
DSN: 564-2491

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ANNEX B

SECTION 5

MEDICAL

1. Command Relationships. NAVMEDCEN Portsmouth is the reporting Immediate Superior in Command (ISIC) for BRMEDCLINIC NAVSTA Norfolk (Sewells Point), which has primary responsibility for all medical processing at NMPS Norfolk. The BRMEDCLINIC will work with all necessary commands to ensure the medical processing requirements of the NMPS are met. NAVMEDCEN Portsmouth and BRMEDCLINIC NAVSTA will keep the NMPS LACMOB apprised of all medical readiness issues related to mobilization and demobilization.
2. Responsibilities. The Director, Community Health Services, NAVMEDCEN Portsmouth, will institutionalize processes to complete all medical related requirements associated with mobilization and demobilization activities through joint development and use of Standard Operating Procedures (SOP) at the NAVSTA, NAVPHIBASE, and NAS Oceana Branch Medical Clinics.
3. Facilities. In addition to BRMEDCLINIC NAVSTA (Sewells Point); BRMEDCLINIC NAVPHIBASE Little Creek (Boone), BRMEDCLINIC NAS Oceana, and facilities at NAVMEDCEN Portsmouth may be required in the event of a large scale mobilization/demobilization.
4. Functions
 - a. Upon notification of intent to mobilize, the OIC, BRMEDCLINIC NAVSTA Norfolk will coordinate with the Director, Community Health Services, NAVMEDCEN Portsmouth and the above named medical facilities to ensure all equipment and supplies are in place before mobilization.
 - b. The current billet structure of PERSMOBTMs 3106 and 504 includes only one medical officer and one enlisted corpsman per unit. Given this manning, the PERSMOBTMs will be able to provide minimal augmentation assistance to the NMPS medical facilities. The Reserve units Naval Reserve Naval Hospital Portsmouth (NR NH PTSMTH) 206 assigned to NAVMARCORESCEN Norfolk (drilling at BRMEDCLINIC NAVPHIBASE) and Naval Reserve Naval Medical Center Portsmouth (NR NAVMEDCEN PTSMTH) Detachment C assigned to NAVAIRES Norfolk (drilling at BRMEDCLINIC Sewells Point) both have NAVMEDCEN Portsmouth as their gaining command. These units, in addition to other reserve medical assets available to NAVMEDCEN Portsmouth, may provide reserve augmentation in the event of large-scale mobilizations and demobilizations.

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c. Coordination between all NAVMEDCEN Portsmouth facilities, including the BRMEDCLINICs, to provide required equipment to set up medical processing functions as follows:

- (1) General medical screening
- (2) Medical briefings and instructional lectures
- (3) Physicals

d. All Reservists requiring specialty exams, or those found not medically qualified, will be referred to the BRMEDCLINIC Sewells Point for further evaluation.

e. The working hours will be determined based on the number of personnel mobilized/demobilized, and the percentage requiring various medical exams and/or testing. A twelve-hour work schedule is anticipated to medically process 600 Reservists per day.

f. Based on historical data (i.e. Desert Shield/Desert Storm) and the recent change to the MANMED Chapter 15, no more than 20% of SELRES personnel should require complete physical exams, 40-60% may require dental exams, and 80% or more will require various immunizations and laboratory testing based on the proposed theater of operations. Most PIM personnel will require complete medical exams, laboratory testing, and immunizations.

g. For release from active duty, 100% of the returning personnel will require a full physical. A minimum of three days will be required to obtain necessary laboratory test results prior to release from active duty. For example, HIV results will require greater than three days from the laboratory to be obtained.

5. Tasks

a. Review the medical records of all mobilizing personnel and determine mobilization readiness based on established criteria.

b. Identify and provide all exams, procedures, immunizations, and tests required for the anticipated theatre.

c. Complete physical exams and make appropriate entries in medical records.

d. Complete all laboratory testing and required immunizations.

e. Identify personnel found medically unfit and process all supporting documentation. Participate in delay and exemption boards, and initiate required PEB/PERBs.

f. Advise all personnel of current Health Benefits Programs.

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g. Provide medical briefs during mobilization and demobilization exercises.

h. Brief all mobilizing personnel on area health risks and prophylaxis requirements.

i. Provide any other medical information and assistance as necessary.

j. Develop and test specific SOP's for each of the following areas in coordination with PERSMOBTMs 3106 and 504 and NAVMEDCEN Portsmouth, to include responsibilities, procedures, and tracking of:

(1) Medical screening facility

(2) BRMEDCLINICs - NAVSTA Norfolk, NAVPHIBASE Little Creek, and NAS Oceana

k. Upon notification of intent to recall Naval Reserve personnel, the Reserve Liaison office will coordinate with the above listed facilities to ensure all preparations are in place for receiving the mobilizing personnel as they report aboard. NR NH PTSMTH 206 and NR NAVMEDCEN PTSMTH Det C should be among the first Reserve units mobilized in order for them to be aboard and ready to assist in the medical processing of the mobilizing forces.

l. Conduct separation physicals during demobilization. Manning will be critical during this period given that all returning personnel will require complete physical exams.

m. Completion of operation-specific medical requirements as designated by DOD or Navy (i.e. TB screening for personnel in Bosnia AOR).

6. NMPS POCs: NAVMEDCEN Portsmouth

Head Reserve Liaison Officer, (Code 0201)

Head Military Personnel

Comm: (757) 953-7700

DSN: 262-7700

BRMEDCLINIC Sewells Point

Officer In Charge

Comm: (757) 314-6213

DSN: 262-6213

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ANNEX B

SECTION 6

DENTAL

1. Command Relationships. NAVDENCEN Norfolk has responsibility for all dental processing required by NMPS Norfolk. NAVDENCEN will coordinate with all necessary commands to ensure the dental processing requirements of NMPS are met. NAVDENCEN Norfolk will report all dental readiness issues related to mobilization to the LACMOB Norfolk.

2. Responsibilities. NAVDENCEN Norfolk will establish SOPs for handling mobilizing/demobilizing personnel. It is expected that NR NDCL NORVA 106 will be used as augmentation for the regular staff during large scale mobilization/demobilization processing. Responsibilities of NAVDENCEN include but are not limited to:

- a. Verification of dental readiness
- b. Completion of dental exams
- c. Updating of panoramic requirements
- d. Making appropriate entries in dental records
- e. Dental repair
- f. Dental prophylaxis as required
- g. Screening and initial processing of personnel found dentally disqualified
- h. Providing Health Benefits information

3. Facilities. NAVDENCEN Norfolk should be able to adequately process all mobilizing Reserve personnel using facilities at BRDENCLINIC Norfolk and BRDENCLINIC Boone. In addition to the fixed facilities, NAVDENCEN Norfolk has a Mobile Dental Unit available.

4. Functions and Tasks

a. Upon notification of a mobilization recall of Reserve personnel, NAVDENCEN Norfolk will coordinate with NMPS Norfolk to ensure all personnel and supplies identified in the SOP are in place.

b. Working hours are to be determined by the number of recalled personnel needing dental examinations and those in need of corrective procedures. It is estimated that 40-60% of the SELRES

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personnel and 80-100% of the PIM personnel will require dental exams.

c. Upon release from active duty, 100% of the returning personnel will require a complete dental examination.

d. The following tasks are assigned:

(1) Review all recalled Reservists' dental records and determine physical readiness status.

(2) Identify all exams, procedures, and tests required.

(3) Complete required dental exams and make appropriate entries in dental records.

e. Identify all personnel found unfit and process accordingly.

f. Advise all activated personnel of current Dental Health Benefits Programs.

g. Develop and test a specific SOP for NAVDENCEN Norfolk.

5. Manning

There are currently no Dental Officers or dental technicians assigned to PERSMOBTMs 3106 and 504.

6. NMPS POCs: NAVDENCEN Norfolk
Personnel Administrative Officer (N13)
Comm: (757) 314-6645
DSN: 262-6645

NAVDENCEN Norfolk
Reserve Liason Officer (N113)
Comm: (757) 314-6647
DSN: 262-6647

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ANNEX B

SECTION 7

SUPPLY

1. Command Relationships. Fleet Industrial Supply Center (FISC) Norfolk is designated as the logistic/supply coordinator for LACMOB Norfolk. The facilities of FISC Norfolk and the Logistics/Supply Departments of NAVSTA Norfolk, NAS Oceana Air Det Norfolk, and NAVPHIBASE Little Creek, including messing and storage facilities, are available as required to service the logistics requirements of the mobilizing Reservists.

2. Responsibilities

a. The LACMOB, as the Local Area Coordinator for Mobilization, is responsible for training those members of PERSMOBTM 3106 and 504 who will augment supply functions during mobilization/demobilization. The PSDs and Reserve Centers will coordinate training of Reservists in preparing all forms and data entries required for mobilization/demobilization processing.

b. FISC Norfolk is also responsible for the development and execution of the detailed supply support plan that will describe, at a minimum, the outfitting and equipping of mobilizing Reservists, berthing and messing, authorized storage of household goods, local transportation needs (in coordination with local Navy Public Works Center), and contracting support.

c. Organizational Clothing and Individual Equipment (OCIE) issues will be coordinated with CNO (N4), DLA and local Navy Exchange facilities. All requisitions for organizational clothing and protective gear will be passed to Defense Logistic Agency (DLA) via FISC Norfolk and issued on an accountable basis.

d. FISC Norfolk is responsible for providing contracting support, household goods storage, and other supply assistance as required.

e. As storage space is limited at all three sites, mobilization orders will state "POV storage is not authorized."

3. Functions and Tasks. Upon mobilization coordinate the uniform and equipment requirements of mobilizing Reservists with NAVSUP and CNO (N4) on the availability of those requirements. Given the numerous scenarios for activation of Reserve forces and the variety of locations to which they may be sent, the ability of local supply facilities to stock all the possible varieties of uniform items that may be required is not feasible. Much of the required gear may have

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to be supplied after the personnel have departed NMPS Norfolk and pre-positioned in theatre.

a. Berthing. The responsibility for berthing falls to the Regional Bachelor Housing Director of Support Services, LANTFLT HEDSUPACT. Availability of both transient and permanent party beds will be reported to the LACMOB during periods of NMPS mobilization or demobilization and upon request. The Navy Lodge on Hampton Boulevard is now considered government housing. If the above facilities cannot meet the demand, overflow will be handled by the use of contract berthing on the local economy.

b. Messing. All enlisted personnel are entitled to meals at government expense and will be issued chow passes/ration-in-kind cards. Two enlisted dining facilities are available to serve mobilizing/demobilizing enlisted personnel at of the following locations: NAVSTA Norfolk, NAS Oceana, and NAVPHIBASE Little Creek. Cognizant Supply Departments will develop flex schedules to accommodate mobilizing/demobilizing personnel at their respective activities. A temporary galley facility may be established at a central reserve processing area (e.g., Bldg C-9) if existing facilities prove inadequate, or directed by LACMOB. Additionally, for members on partial per diem alternative messing facilities are available at Burger King, McDonalds, FISC Cafeteria, CE Cafe which are civilian facilities located on NAVSTA Norfolk. Officers will mess at various locations on and off base.

c. Uniform Storage and Issue

(1) For members requiring uniform items to bring their seabags up to full inactive reserve level (or full active duty level if orders are for 180 days or more) based on a seabag inspection check list, the Reservist's NRA Supply Department will prepare a Reserve Clothing Requisition, NEXCOM Form 10120, entitling the member to obtain the items from the Navy Exchange at government expense.

(2) Standard issue uniforms and related items are not stockpiled by the Navy Exchange, Norfolk. Furthermore, under a partial or full mobilization it can be assumed that there will be a Navy-wide shortage of uniform items.

(3) FISC Norfolk is responsible for the coordination of expected NMPS uniform shortages with the Supply Departments of NAVSTA, and NAVPHIBASE. If required by the LACMOB, a centralized location for issue of required clothing will be provided.

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d. Special Equipment Inventory

(1) Special equipment including organizational clothing and protective gear. The allowances for special equipment for units such as Seabees, Cargo Handling and MIUW units may be kept by their functional group. Mobilized Reservists from these units are integrated into units based on their established TOA.

(3) Reservists with weapons, weapon components, and munitions requirements will be controlled by coordination with designated weapons supply locations.

e. Contract Services

(1) FISC Norfolk will manage contract services.

(2) HHG storage should be covered under present contracts.

(3) The following contracts will be modified or made to cover mobilization/demobilization requirements:

(a) Contract for cots, linens, cleaning, etc. for additional berthing

(b) Contract to use commercial hotels/motels if required

(c) Contract for increased transportation requirements on base, between Norfolk International Airport, between other bases, and other locations as needed.

(d) Contract for additional manpower to support galley operation (if required)

(e) Contract for increased cleaning of common areas, medical, dental, and other spaces as required

f. Household Goods (HHG) Storage. FISC Norfolk will provide support for HHG storage.

(1) Privately-Owned Vehicles (POV). According to Joint Federal Travel Regulations (JFTR) paragraph U5455-E, a member is not authorized reimbursement for the storage of a POV unless he/she is reported dead or is absent for a period of more than 29 days in a missing status. As government storage space is limited at all three sites, mobilization orders will state "POV storage is not authorized." Therefore, those who report with a vehicle will be advised to return the vehicle to their home. If that is not possible, they will be advised of options (i.e. cost of shipping, sale, etc.), and any related special power(s) of attorney as required.

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(a) Long Term Parking. Members are authorized to use the Navy Exchange Long Term Parking Lot Facility located on Mall Drive behind the Pass Office off Hampton Boulevard, at a nominal cost per month (non-prorated). A Military ID Card, insurance, registration or proof of ownership and full set of keys are required. Vehicles being delivered by an individual authorized by the owner, including dependents or agents shall provide an original Power of Attorney from the owner. Other services such as preventive maintenance and washing/waxing are available at additional cost during the period of storage. Private storage can be found in the local area.

(b) Shipping. If authorized members may have their POV shipped to their final duty station, shipment is through the Military POV Processing Center on Airline Blvd., in Portsmouth. Required documents include four copies of orders, military ID, and registration or title. The member must provide a full set of keys, have less than 1/4 tank of fuel in the gas tank, remove all personal items and equipment not permanently mounted and clean POV inside and outside.

(2) Household Goods (HHG). Members of Reserve components who are ordered to active duty for other than training purposes under unusual or emergency circumstances or who are ordered to TDY or deployment, are entitled to storage of HHGs (JFTR paragraph U4770-B applies). Such special storage must be authorized or approved by the Secretary of the Service concerned or a designated representative. This provision does not require that the TDY or deployment be in excess of 90 days or for an indefinite period. The members' maximum weight allowance is specified in the JFTR paragraph U5310-B. Storage facilities for HHG may be authorized in either government or commercial facilities, whichever is determined to be more economical to the government (JFTR paragraph U5380-A).

g. Transportation. NMPS Norfolk will coordinate transportation requirements with the Public Works Center, Code 700. The PWC Transportation Department has a number of sedans, vans, and buses to provide on-base and short haul travel to commercial facilities or POE.

4. NMPS POCs: FISC

Reserve Liaison Officer

Comm: (757) 443-1012

DSN: 262-1012

LANTFLT HEDSUPPACT

Regional Food Services Officer (PM4)

Comm: (757) 444-4964

DSN: 262-4964

LANTFLT HEDSUPPACT

Regional Housing Director (PM2)

Comm: (757) 445-2453

DSN: 565-2453

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FISC

Consolidated Personal Property Director (Code 306)

Comm: (757) 444-3701

DSN: 564-3701

N&MCRC Little Creek

Head Supply Department

Comm: (757) 462-5656/4328

DSN: 253-5656

Military Traffic Management Command

Project Manager, Military POV Processing Center

Comm: (757) 465-1107

DSN: N/A

Military Traffic Management Command

Long Term Parking Representative (Code 43A)

Comm: (757) 440-2202

DSN: N/A

Public Works Center

Transportation Department (Code 700)

Comm: (757) 444-7161

DSN: 564-7161

Naval Station Norfolk

Enlisted Galley

Gilbert Street - Bldg. IAA

Comm: (757) 444-7024

DSN: 564-7024

Wholesale Inventory Branch Manager

Comm: (757) 443-1296

DSN: 646-1296

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ANNEX B

SECTION 8

FAMILY SERVICE CENTERS

1. Command Relationships. The Hampton Roads Family Service Center (FSC) serving NAVSTA Norfolk is located in Building SDA-344. The FSC is available to assist all military members and their families including mobilized Reservists during periods of recall. The FSC reports to the Commanding Officer, Atlantic Fleet Headquarters Support Activity program manager for Regional Support Services, Norfolk.

2. Responsibilities. The FSC is responsible for providing information to active duty service members, mobilized Reservists and their families to make them aware of the benefits and services available to them. The FSC also provides assistance in obtaining these services as well as guidance in coping with day-to-day family functions.

3. Facilities. In addition to the FSCs located in the Hampton Roads area, the Military Information Booth at Norfolk International Airport is operated by the Hampton Roads FSC. Initial transportation coordination will be arranged by the information booth personnel for Reservists reporting to NMPS Norfolk.

4. Functions and Tasks. The Hampton Roads Family Service Centers will:

a. Provide FSC briefings at a centralized processing site established by NMPS Norfolk.

b. Provide written information to activated Reservists which support personal and family issues surrounding deployment, to include the toll-free 1-800-FSC-LINE and the FSC website. The FSC information and Referral line maintains a roster of appointed command Ombudsmen.

c. Develop and test specific SOPs for each of the following area in coordination with PERSMOBTMs 3106 and 504, to include responsibilities, procedures, and tracking of:

(1) Current NRA Ombudsman list

(2) Distribution of family support information to Reservists and their families

(3) Information and referral for transportation of Reservists from the airport to NMPS Norfolk

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d. Provide support to the NRA Ombudsmen to ensure the activated Reservists' family members receive information on benefits and services available to them in their localities. FSCs will be available throughout the year to provide consultation and training support to PERSMOBTM Members on the subject of personal and family readiness.

e. Provide clinical counseling to members deemed in need of services at the time, or refer them to a Chaplain as circumstances dictate.

5. Family Service Centers. FSCs are an effective source of assistance and information for Reservists and their family members. FSCs can provide information and referral on the following programs, as well as financial and personal counseling. The Hampton Roads FSCs offer 24-hour information and referral assistance for family members. The numbers are toll free, 1-800-372-5463, or locally, 444-NAVY.

(1) Soldiers' and Sailors' Civil Relief Act. The Soldiers' and Sailors' Civil Relief Act is a special law enacted primarily to protect the rights of a service member when called to serve on active duty. However, Reservists' family members may also be able to take advantage of some of the benefits of the Act, specifically with respect to incurred financial obligations.

(2) American Red Cross (ARC). The ARC can provide additional information on assistance programs available to Reservists and their family members. Additionally, the ARC can provide an alternate route of communications to the service member.

(3) United Service Organization (USO). The USO has a wide variety of programs available to Reservists and their family members. USO offices are located in many metropolitan areas and should be contacted for further information.

(4) Navy and Marine Corps Relief Society (NMCRS). The NMCRS can provide financial assistance, including grants or low cost loans, for items such as emergency transportation, medical bills, food, rent, and utilities.

(5) Uniformed Services Employment and Reemployment Rights Act (USERRA). The USERRA requires employers to rehire Reservists after completion of their active duty. Some restrictions may apply. Questions regarding the Act can be raised to the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590.

(6) Navy Family Ombudsman. A Navy Family Ombudsman can provide liaison between family members and the unit commanding officer. Each NRA has an Ombudsman that will be made available to family members of service personnel.

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6. NMPS POCs:

a. Regional Director, Family Service Centers of Hampton Roads,
Comm (757) 322-9103/DSN 262-9103; Fax Comm (757) 455-5327/DSN 565-
5327

b. Commander, Navy Region, Mid-Atlantic Regional Chaplain, Code
00G, Comm (757) 322-2980/DSN 262-2980

c. PERSMOBTM 3106, Unit Chaplain, Comm (919) 734-4935

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ANNEX B

SECTION 9

NAVAL LEGAL SERVICE OFFICE/TRIAL SERVICE OFFICE

1. Command Relationships. Naval Legal Service Office, Mid-Atlantic (NAVLEGSVCOFF), and the Trial Service Office, East (TRISVCOFF) are designated to provide legal services for Reservists being mobilized. Both are located in Building A-50 on NAVSTA Norfolk. During normal peacetime operations, NAVLEGSVCOFF and TRISVCOFF reports to the Commander, Naval Legal Service Command.
 2. Responsibilities. Responsibilities of the NAVLEGSVCOFF include, but are not limited to, drafting wills, powers of attorney, and correspondence required under Soldiers and Sailors Civil Relief Act and Uniformed Services Employment and Reemployment Rights Act. Responsibilities of the TRISVCOFF include, but are not limited to, providing command service advice, military justice support, deploying Amphibious Readiness Group (ARG) attorneys, participation in special case boards, and conducting legal officer seminars. It is expected that NR LEGSVCOFF MIDLANT 206 and 306 will be used as augmentation for the regular staff during large scale mobilization/demobilization processing.
 3. Functions and Tasks
 - a. NAVLEGSVCOFF provides legal support in the areas of military justice, special case boards (SCB) as described in Annex I of this instruction, claims processing, and legal assistance to service members, retirees, and their dependents within its defined geographic area of responsibility. In the event of partial or full mobilization, legal support services to mobilizing Reservists and active duty personnel will have priority over other support functions. TRISVCOFF provides legal support in the areas of military justice and command services.
 - b. The tasks of NAVLEGSVCOFF and TRISVCOFF are assigned by Commander, Naval Legal Service Command and are consistent with the goals and mission of the NMPS program in mobilizing Reservists and in ensuring that their quality of life issues are met.
- (1) Mobilization Services. Legal support provided by TRISVCOFF during mobilization will concentrate on military justice and training support to mobilizing units. Areas of particular concern will be the prompt investigation and referral to courts-martial of serious offenses, the prompt disposition of minor offenses at non-judicial punishment, the prompt processing of cases for administrative separation, and command advice with respect to the above. Training in the areas of Individual Rights and Responsibilities, Standards of

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Conduct, Code of Conduct, Law of Armed Conflict, and Status of Forces Agreements (SOFA) where applicable will also be provided. NAVLEGSVCOFF will provide legal services for individual service members. Of primary consideration will be assistance in custody and support matters for dependents, powers of attorney, and emergent legal problems that can be addressed by the Soldiers' and Sailors' Civil Relief Act. Simple wills can be provided, if desired. The intent of legal support during the mobilization process is to process mobilizing units within the time prescribed; ensuring that good order and discipline are maintained; that individual service members are aware of their legal rights and responsibilities; and that no legal impediment or problems will interfere with the service member's ability to mobilize or concentrate on the accomplishment of the mission assigned.

(2) Demobilization. Legal support provided by TRISVCOFF during demobilization will concentrate on the support of Navy commands through the completion of disciplinary and administrative separation cases, and the support of individual service members by providing them legal assistance as they complete their honorable military service. Command support specifically includes the convening of general and special courts-martial for service members retained on active duty with charges and specifications preferred. Administrative separations, with or without a hearing proceeding, also will be completed. Legal assistance to individual service members provided by NAVLEGSVCOFF will specifically include counseling concerning legal issues pending with civilian authorities since before mobilization, and the rights of service members under Federal Law to return to the civilian occupations they had immediately prior to being mobilized for active duty service. Legal issues arising during the mobilization period for which legal assistance could be offered include providing defense counsel services as needed, drafting and execution of simple wills and powers of attorney, and changes to legal documents drafted and executed at the time of their mobilization to meet the service members changed needs following demobilization.

c. NAVLEGSVCOFF will provide legal briefs during mobilization and demobilization exercises, in addition to legal assistance as previously explained. The legal briefs will cover all areas of legal assistance and issues the Reservists should resolve prior to being mobilized. PERSMOBTMs have been given computer software containing forms for wills, powers of attorney, etc. The Judge Advocates assigned to these units will export legal briefings to Reserve units within the NMPS Norfolk region to assist in maintaining "legal readiness" of Reservists and reduce future mobilization legal processing time.

4. NMPS POC: Naval Legal Service Office Norfolk
Legal Assistant Department Head (01)
Comm: (757) 444-4497/98, EXT 357
DSN: 262-4497

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ANNEX B

SECTION 10

NAVAL RESERVE PERSONNEL MOBILIZATION TEAMS (PERSMOBTM)

1. Command Relationships. PERSMOBTM 3106 is supported by Naval and Marine Corps Reserve Center Norfolk; PERSMOBTM 504 is supported by Naval Reserve Center Fort Dix, NJ. PERSMOBTMs 3106 and 504 report to COMNAVREG MIDLANT, which is their gaining command. During a large-scale mobilization, the PERSMOBTMs will be recalled to active duty to support NMPS Norfolk as an augmenting force for the active duty commands and activities. The Commanding Officers of PERSMOBTMs 3106 and 504 will report to LACMOB Norfolk. All PERSMOBTM members will be assigned specific duties with the NMPS Norfolk active duty supporting staffs.

2. Responsibilities

a. During peacetime, the responsibilities of the PERSMOBTMs are to plan for processing Reservists at all levels of recall to active duty, to work with all active duty commands involved in the NMPS program, and to train and qualify assigned personnel to perform their functions effectively. The recall to active duty of PERSMOBTM 3106 and/or 504 members in support of NMPS Norfolk will be conducted in accordance with LACMOB requirements.

b. During a contingency or large-scale mobilization. The PERSMOBTMs will augment active duty staffs to assist in mobilizing Reservists to active duty status. Additionally, upon the return of the recalled Reservists from deployment, the PERSMOBTM will be utilized to assist in the demobilization of those forces.

c. PERSMOBTMs will assist NMPS Norfolk N30 in preparation of Mobilization and Demobilization exercises. The following outline is provided as a rough for planning purposes:

(1) Six weeks prior to exercise:

(a) Conduct pre-exercise planning meeting with COMNAVREG MIDLANT department heads.

(b) Review MMSP and conduct an update if required

(c) Conduct refresher training with PERSMOBTM members

(2) Three weeks prior to exercise:

(a) Verify logistic support in place

(b) Verify computer support in place

(c) Verify communication requirements in place

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(3) Two weeks prior to exercise:

(a) Verify manpower and material ready for exercise

(b) Verify reporting procedures in place to include lessons learned report

3. NMPS POCs: Commanding Officer
NR PERSMOBTM 3106
Comm: (703) 876-1474 (W)
(301) 870-4596 (H)

Commanding Officer
NR PERSMOBTM 504
Comm: (757) 443-1801 (W)
DSN: 646-1801

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ANNEX C

SECTION 1

NMPS MOBILIZATION CHECKLIST

1. In accordance with reference (a), the NMPS Mobilization checklist provided in Appendix A shall be used for processing Reservists through NMPS Norfolk.

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ANNEX C

SECTION 2

NMPS DEMOBILIZATION CHECKLIST

1. In accordance with reference (a), the NMPS Demobilization checklist provided in Appendix B shall be used for processing Reservists through NMPS Norfolk.

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ANNEX D

LOCAL TRANSPORTATION SUPPORT

1. In the event of large scale mobilization/demobilization FISC Norfolk will be the point of contact to establish shuttle service on and between NAVSTA Norfolk, NAS Oceana Air Det Norfolk and NAVPHIBASE Little Creek, Norfolk International Airport, and other locations as deemed necessary by the LACMOB.

2. Transportation requirements will be identified and coordinated through COMNAVREG MIDLANT (Code N30), FISC, and the Navy Public Works Center (PWC) Norfolk, Transportation Department (Code 700). In order for PWC Norfolk to adequately plan for additional transportation requirements the following actions are necessary:

a. An annual review of the adequacy of base transportation assets to meet mission requirements of a mass mobilization and demobilization.

(1) Develop vehicle requirements as to type and assignments.

(2) Identify sources of augment transportation support as required, including any crane or material handling equipment support.

b. Review work shift scheduling due to increased activity in support of NMPS.

(1) Recall non-essential transportation assets for reassignment to support NMPS.

(2) Keep the LACMOB advised of changes in transportation needs in support of the Mobilization or Demobilization requirements.

(3) Evaluate the long-term effect on transportation assets/resources in support of NMPS and adjust as required through in house/commercial sources.

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3. Transportation is available as follows:

<u>Service</u>	<u>21-50</u>	<u>51-100</u>	<u>101-200</u>	<u>201-400</u>	<u>401-600</u>
Personnel	2	4	6	10	10+
Buses	2	4	6	8	12
Vans	1	2	4	8	12
Sedans/Mini Van	1	1	2	4	6
Truck(stake)	1	2	4	1	1
Tractor/trailer	--	--	--	2	4

4. Vehicle passenger capacities are as follows:

<u>Vehicle</u>	<u># of Passengers</u> (No Sea Bag)	<u># of Passengers</u> (With Sea Bag)
Bus	36	18
Van	14	8
Sedan	4	3-4

5. Drivers with an authorized State Drivers License may drive a van or sedan with no additional requirements indicated on their license. Drivers with a "commercial" drivers license with a "P" endorsement are authorized to drive a Bus.

6. NMPS POCs: Fleet Industrial Supply Center
 Reserve Liaison Officer (Code 10)
 Comm: (757) 443-1012
 DSN: 262-1012
- Public Works Center
 Transportation Department (Code 700)
 Comm: (757) 444-2950
 DSN: 262-2950

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ANNEX E

COMMUNICATIONS

1. The LACMOB and supporting commands will maintain adequate communications facilities and capabilities to implement this MMSP, including capabilities contained in reference (m).

2. Communication Resources. The following communication resources are to be maintained by the responsible commands, with any changes reported to the LACMOB:

a. LACMOB:

(1) Duty Telephone:	COMM: 757-322-2910 DSN: 262-2910
(2) Facsimile:	COMM: 757-444-1163 DSN: 564-1163

b. SRA:

(1) Duty Telephone:	COMM: 757-444-2038 DSN: 564-2038
(2) Facsimile:	COMM: 757-445-7782 DSN: 565-7782

c. PERSUPP DET NAVSTA Norfolk:

(1) Duty Telephone:	COMM: 757-444-7167 DSN: 564-7167
(2) Facsimile:	COMM: 757-445-9056 DSN: 565-9056

d. PERSUPP DET NAS Norfolk:

(1) Duty Telephone:	COMM: 757-444-1038/1039 DSN: 564-1038/1039
(2) Facsimile:	COMM: 757-444-7732 DSN: 564-7732

e. PERSUPP DET Little Creek:

(1) Duty Telephone:	COMM: 757-462-8063 DSN: 253-8063
(2) Facsimile:	COMM: 757-462-7537 DSN: 253-7537

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f. NAVMEDCEN Portsmouth:

(1) Duty Telephone: COMM: 757-953-5008
DSN: 564-5008

(2) Facsimile: COMM: 757-953-7935
DSN: 564-7935

g. BRMEDCLINIC NAVSTA Norfolk:

(1) Duty Telephone: COMM: 757-314-6290
DSN: 564-6290

(2) Facsimile: COMM: 757-445-1693
DSN: 564-1693

h. BRMEDCLINIC NAVPHIBASE Little Creek:

(1) Duty Telephone: COMM: 757-314-7300
DSN: 680-7300

(2) Facsimile: COMM: 757-314-7450
DSN: 680-7450

i. BRMEDCLINIC NAS Oceana:

(1) Duty Telephone: COMM: 757-314-7110
DSN: 433-7110

(2) Facsimile: COMM: 757-433-2956
DSN: 433-2956

j. NAVDENCEN Norfolk:

(1) Duty Telephone: COMM: 757-314-6516
DSN: 564-6516

(2) Facsimile: COMM: 757-565-6751
DSN: 564-6751

k. FISC Norfolk:

(1) Duty Telephone: COMM: 757-443-1157
DSN: 646-1157

(2) Facsimile: COMM: 757-443-1210
DSN: 646-1210

l. FSC Norfolk:

(1) Duty Telephone: COMM: 757-444-6289
DSN: 564-6289

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(2) Facsimile:

COMM: 757-445-5326
DSN: 565-5326

m. NAVLEGSVCOFF MIDLANT:

(1) Duty Telephone:

COMM: 757-444-7561/7562
DSN: 564-7561/7562

(2) Facsimile:

COMM: 757-445-7501
DSN: 565-7501

n. TRISVCOFF EAST:

(1) Duty Telephone:

COMM: 757-444-5789
DSN: 564-5789

(2) Facsimile:

COMM: 757-444-0231
DSN: 564-0231

o. PWC Norfolk:

(1) Duty Telephone:

COMM: 757-444-2454
DSN: 564-2454

(2) Facsimile:

COMM: 757-444-7989
DSN: 564-7989

p. NMPS Norfolk Central Processing Facility: Communications capabilities for this site will be established within 48 hours of activation for large-scale mobilizations and demobilizations and are the responsibility of the LACMOB.

3. Additional method of communication between the LACMOB and supporting commands will occur by use of portable radios. Radios and recharging capabilities will be provided by N305.

4. At a minimum, portable radios will be issued to the following members:

Mobilization Control
Central Processing Site Director
All Drivers
Medical Representative
Dental Representative
PERSUPP DET Representative
Berthing Representative

5. An accountability log will be maintained by N305 throughout the mobilization and demobilization process. All members receiving a portable radio will be held accountable for the safety and proper use of the radio.

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6. All members will receive training on, and exercise proper radio etiquette. N305 and N302 will arrange this training during the first week of mobilization.

7. NMPS POCs: COMNAVREG MIDLANT (N305)

Comm: (757) 322-2859

DSN: 262-2859

COMNAVREG MIDLANT (N302)

Comm: (757) 322-3062

DSN: 262-3062

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ANNEX F

PUBLIC AFFAIRS

1. General. Any change in the status of SELRES or PIM may attract the attention of the news media. These changes include an exercise or an actual mobilization evolution. Personnel should not discuss these matters with the news media. All inquiries are to be directed to the COMNAVREG MIDLANT Public Affairs Officer (PAO), OOPA.
2. Policy. Only the LACMOB or specific designees will be responsible for answering media inquiries during any actual mobilization or mobilization exercise. All media inquiries will be referred to the COMNAVREG MIDLANT PAO, commercial (757) 322-2853, DSN 262-2853. In the event neither number can be reached, refer inquiries to the Public Affairs Officer, U.S. Atlantic Fleet (CINCLANFLT) Norfolk, VA at (757) 836-3600, or the office of the Chief of Information (CHINFO), Washington, DC, commercial (202) 697-5342, DSN 227-5342.
3. Senior Reserve Advisor. The Senior Reserve Advisor's staff PAO may be called upon as needed to advise or assist the LACMOB PAO.
4. SELRES and PIM Personnel
 - a. All SELRES and PIM personnel will be instructed by the NMPS staff during the orientation briefing on the appropriate response to media inquiries about the mobilization/recall and be provided a briefing about the prospective military-media environment associated with the AOR. The appropriate response is defined as "no comment" to inquiries made to confirm or inquire about a specific mobilization/recall. After mobilization, Naval personnel will be provided guidelines to answer media inquiries.
 - b. First and foremost, Naval Reserve personnel are not authorized to disclose any operational details, such as dates, times, or specifics on movement or other mobilization activities, particularly hypothetical future activities. Further, they shall not offer any response on behalf of the Navy, Department of Defense or any military branch or provide any response that conveys that the respondent is speaking as an official representative of any of these organizations. Personnel should refer media queries of this nature to the command public affairs officer or higher as described in paragraph 2.

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5. Mobilization Exercises. Designated spokespersons will typically respond to media inquiries about mobilization exercises as follows: "This exercise is part of an ongoing program by the Navy to test personnel and material mobilization readiness of Naval Reserve units. It has not been scheduled to coincide with, nor is it as a result of, any current world events."

6. NMPS POC: COMNAVREG MIDLANT PAO (OOPA)
COMNAVREG MIDLANT Deputy PAO (OOPA1)
Comm: (757) 322-2853
DSN: 262-2853

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ANNEX G

CHAPLAIN SERVICES

1. Policy. The Navy Chaplains assigned to the NMPS Norfolk staff will have a wide variety of duties to perform during a mobilization.
2. Responsibilities. The Chaplains responsibilities include, but are not limited to, the following:
 - a. Participate in Special Cases Boards as required by Annex I of this instruction.
 - b. Counsel Reservists who are experiencing personal hardship as a result of mobilization/recall.
 - c. Coordinate personal hardship claims utilizing assets from the local Red Cross, Family Service Centers (FSC) and area Ombudsmen.
 - d. Conduct religious services as appropriate.
 - e. Provide an additional liaison to the Reservist's dependents in support of the Navy Ombudsman program and FSC. Familiarity with references (n) through (r), as well as any applicable mobilization directive, issued specifically for the pending mobilization, is required.
 - f. Provide counsel to NMPS staff members as necessary.
 - g. Participate in briefings to prepare Reservists and their dependents for mobilization/demobilization.
 - h. Consult with FSC and Navy Ombudsman to meet the counseling needs of all personnel and dependents involved in the mobilization effort.
3. Tasks
 - a. Detail assigned Religious Program Specialists (RP) to meet daily requirements.
 - b. Establish contact with the SRA's religious programs officer for advice and, as needed, assistance in identifying temporary additional staffing or assistance.
 - c. Under the direction of the SRA, the SRA's staff chaplain will coordinate the region's reserve chaplains in drill status to augment the services listed in paragraph 2 above.
4. NMPS POCs:

COMNAVREG MIDLANT	NAVAIRES Norfolk
Regional Chaplain (OOG)	Manpower Officer (N73)
Comm: (757) 322-2980	Comm: (757) 444-2038

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ANNEX H

DATA COLLECTION AND REPORTS/REPORTING

1. General. Data collection with the use of computer database technology will aid the NMPS in analyzing the effectiveness of processes and accurately keep track of recalled Reservists for both accountability and as a source for lessons learned data collection.
2. Data Collection Requirements. During any mobilization COMNAVRESFOR or COMNAVPERSCOM (PERS-92M) may provide additional guidance on the daily reporting of changing data. The following data should be collected daily during the mobilization effort:
 - a. Number of personnel reporting to the NMPS.
 - b. Number of pending personnel delay/exemption requests.
 - c. Number of personnel released/enroute to next gaining command on orders.
 - d. Number of personnel delayed and time of delay.
 - e. Number of personnel exempted from mobilization and reasons for exemptions.
 - f. Number of personnel undergoing mobilization processing.
 - g. Number of personnel awaiting onward transportation.
 - h. Number of processed and pending transportation requirements.
 - i. Average processing time for an individual at each station.
 - j. Number of personnel currently in berthing and remaining berthing availability.
 - k. Action taken on those personnel missing/absent without leave.
3. Reporting Requirements. NMPS shall submit a daily status report via message or fax to CNO (N1R) for central accounting, monitoring, and consolidation. Status reports should be submitted whenever personnel are processing through the site for mobilization/demobilization, or are in a specific hold status. Null reports are not required. Consult reference (a) for message format. This status report shall contain the following categories:
 - a. Mobilization:
 - (1) Number reported:
 - (2) Number referred:

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- (3) Number delayed:
- (4) Number exempted:
- (5) Number UA:
 - (a) Reason(s):
 - (b) Disposition:
- (6) Number completed mob processing:
- (7) Rank/Rate/Full Name/SSN/Date Arrived/Departed NMPS:
- (8) Significant Individual Status Updates:
- b. Number Failed Mobilization Processing:
 - (1) Reason(s):
 - (2) Disposition:
- c. Demobilization:
 - (1) Number reported:
 - (2) Number deferred:
 - (3) Number delayed:
 - (4) Number on-hold:
 - (a) Reason(s):
 - (b) Disposition:
 - (5) Number completed demobilization processing:
 - (6) Rank/Rate/Full Name/SSN/Date Arrived/Departed NMPS:
 - (7) Significant Individual Status Updates:
- d. Significant Problems Experienced:
- e. Recommendations for Improvement/Lessons Learned:
- f. OM&N Costs to Date: (Break out as appropriate)
- 4. Supporting Command Requirements. In order to support the above requirements the NMPS supporting commands must provide the following:
 - a. NRA. Provide to LACMOB via message or fax the numbers and names of individuals released to the NMPS each day with expected arrival information.

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b. PERSUPP DET. Provide the LACMOB via telephone, fax, or message the numbers, names, rank/rate and SSN of personnel released from NMPS to enroute/gaining command. Provide number of transportation requirements processed, number of requirements pending, average time to process individual requirements.

c. Delay/Exemption Board. Provide number of personnel reviewed and name/rank/rate/SSN of personnel recommended for delay or exemption along with delay period and reason for exemption.

d. BRMEDCLINIC/NAVDENCEN. Number of personnel processed, average time per individual.

e. FISC. Status of coordination efforts regarding outfitting, equipping, messing, berthing, storage, and transportation needs of the Reservists.

f. NAVLEGSVCOFF. Number of wills/powers of attorney processed. Average time required per individual.

g. FSC. Number of Reservists counseled or assisted. Average time per individual.

During mobilizations/demobilizations, COMNAVRESFOR and COMNAVPERSCOM (PERS-92M) may provide additional guidance on format and means of transmittal of these reports. Also, if a centralized processing facility is set up, most data collection and report requirements can be consolidated by a designated station at that centralized processing facility. Each supporting command should coordinate with the appropriate stations to ensure complete reporting.

5. Problem reporting. During processing, support commands should promptly notify the NMPS Check-in/Check-out desk if any Reservist:

- a. Does not arrive for the scheduled processing
- b. Will be substantially delayed in processing
- c. Is found not qualified for active duty

6. Lessons Learned. All supporting commands will be requested to submit a compilation of lessons learned within 30 days after completion of any mobilization/demobilization processing.

7. NMPC POC: COMNAVREG MIDLANT
Mobilization Officer (N3011)
Comm: (757) 322-2913
DSN: 262-2913

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ANNEX I

SPECIAL CASES BOARD
(DELAYS AND EXEMPTIONS)

1. Purpose. The purpose of the Special Cases Board (SCB) (Delays and Exemptions) is to identify recalled Reservists who have significant personal, legal, medical, transportation, or other problems requiring special attention or affecting their mobilization. This annex closely follows the guidance and direction of references (a) and (r) Article 1880240 and should be reviewed if any of the outlined topics need further clarification. An SCB will be convened to review the cases of individuals who believe they have reason for a delay.

2. Policy. Reference (s) is the primary means for ensuring personnel are given fair treatment and proper consideration in matters related to their mobilization responsibilities. Reference (t) provides requirements for screening Individual Ready Reserve (IRR) members annually. The screening process will be used to identify individuals who are not mobilization ready and remove them from the IRR. However, there may still be valid reasons for granting an individual a delay during mobilization and requests for delays will be considered. Factors to consider in developing specific delay and exemption criteria are varied and depend upon the contingency. Therefore, for each contingency, CNO (N1) will provide at the time of recall, specific guidance with the mobilization implementation directive. For mobilization planning purposes, the following information should be considered:

a. Delays may be granted only when necessary and justified under published criteria and will not be used as a means for exempting personnel from active duty.

b. Delays normally will not be granted to Reservists experiencing temporary physical disabilities that prevent them from performing their mobilization job. Such individuals may be placed in less demanding jobs until physically qualified for reassignment.

c. Delays normally will not be granted to Reservists who are experiencing difficulties in arranging dependent care. In particular, Reservists who are single parents or who are married to another service member, whether on active duty or in a SELRES component, are expected to make suitable dependent care arrangements to ensure immediate availability for mobilization. All commands will comply with reference (r) Article 3810190, which requires each such member to receive counseling and complete a NAVPERS 1070/6, Family Care Plan Certificate.

d. Following the declaration of war or a state of national emergency, SELRES will not be excused from mobilization obligations due to civilian employment or occupations. SELRES should make advance arrangements to meet business, personal, and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification.

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e. Effective upon declaration of war or a state of national emergency, exemptions from mobilization will not be approved except when a screening review, per reference (s), is already in process. New screening requests will not be accepted. Discharge or separation actions, in addition to delays, may be used when it would be in the best interest of the United States not to activate or to defer activation of individual members of the Ready Reserve.

f. For training and planning purposes only: Reservists whose involuntary orders to active duty would result in temporary, extreme personal or community hardship may request a delay for a period not to exceed 60 days beyond the date of mobilization. The request must be substantiated by adequate documentation, justification, deemed appropriate, and approved by COMNAVPERSCOM.

3. Responsibilities

a. The SCB is to be established for, and upon notification of, all mobilization events and exercises. Reservists are to be given a brief overview of the authority of the SCB and the criteria to request a delay or exemption. NAVLEGSVCOFF, in cooperation with COMNAVREG MIDLANT Legal Department (OOL), will ensure that a Judge Advocate is available as a board member when a SCB is convened. Judge Advocates from augmenting Reserve units may be utilized as board members as the need arises.

b. Activated SELRES personnel will be screened by the NRA maintaining their records. The commanding officer of the NRA will ensure interviews are conducted; the SCB will evaluate the case; and the actions will be documented per implementing mobilization directives. SELRES whose delay or exemption requests meet the guidelines established in reference (c) should not be sent to the NMPS. It is anticipated that the NRAs will reduce most of the problems prior to sending the member to the processing site. Should the SCB at the NRA determine the reservists should not proceed to the NMPS, they will determine the appropriate action to take, which may include the return to home of record for separation from the military, or held temporarily until the problem is resolved. The Reservists may then be sent to the NMPS for processing if still needed. The NMPS will conduct any SCBs not identified by the NRAs.

c. PIM personnel will be screened at the NMPS. The LACMOB will ensure interviews are conducted, the SCB evaluates the case, and the actions are documented per implementing mobilization directives.

d. All SCBs will include a statement summarizing the cause, proceedings, and disposition of each interview and will be prepared and executed on a NAVPERS 1070/613. Figure I-1 provides the message format for submitting delay or exemption requests.

e. Unless otherwise specified in the mobilization directory, the commanding officer of the order issuing authority or the LACMOB may authorize delays up to seven days when a Reservist meets the criteria

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for a delay. Should it be judged that a delay of greater than seven days is required, the process to request a longer delay should be initiated by the NMPS staff after approval of the LACMOB and or his designees, is provided.

f. COMNAVRESFOR (for SELRES personnel) or the Commanding Officer, NAVRESPERSCEN (for PIM personnel) may authorize delays up to 30 days.

g. Chief of Naval Personnel may authorize delays up to 60 days. Assistant Chief of Naval Personnel for Reserve Personnel Management (Pers-9) will ensure that all Reservists who are delayed or exempted from mobilization are tracked.

h. The following individuals (upon designation by the LACMOB) may act on the LACMOB's behalf to approve, disapprove or modify the SCB recommendations. This responsibility may not be delegated below the grade of O-3:

(1) NMPS Chief of Staff, Operations Officer, and Administrative Officer.

(2) SRA Commanding Officer, Mobilization Officer, and Assistant Mobilization Officer.

(3) NRA CO and XO.

(4) PERSMOBTM CO.

4. Special Cases Board. The SCB shall be activated for the duration of the mobilization process. At a minimum, the SCB will consist of a clerk, a messenger, and the following:

a. For SELRES: A Navy Judge Advocate, a Chaplain, and a Line Officer.

b. For PIM: Two Navy Judge Advocates and a Chaplain. It is also recommended that a Line Officer be present.

c. The responsibility of providing SCB members will lie on TRISVCOFF EAST, OOL, OOG, and N301. Upon mobilization of Reservists, i.e. PERSMOBTMs 3106 and 504, PERSMOBTM members may be utilized to augment board members.

d. A member requesting special consideration for either delay or exemption will be given the opportunity to meet with the SCB for a personal interview. Prior to the commencement of the interview, the senior member will introduce the members of the SCB along with their respective roles, and shall restate the authority of the board, which includes:

(1) The SCB does not make any final decisions. The board merely makes a recommendation to the LACMOB or the LACMOB's designee.

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(2) The authority of the LACMOB is limited to a seven-day delay.

(3) Normally, exemptions may only be granted if the recallee meets the requirements specified in references (b), (c), (d), (g), or (h).

e. When the interview is completed, the SCB is to carefully consider the facts surrounding the request as well as any extenuating circumstances that may be relevant to a decision and make a recommendation. The senior member of the board (the senior line officer when a line officer is present, the senior officer, or that person designated in writing) has the authority to make the final recommendation in the event the board fails to come to a majority consensus. The SCB is to then provide their recommendation to the LACMOB or his/her designee.

f. The LACMOB and designee have the following authority:

(1) Decline the SCB's recommendation.

(2) Accept the SCB's recommendation.

(3) Accept the SCB's recommendation and, when warranted, forward a recommendation to the appropriate authority that there be consideration for further delay or exemption.

5. Delay/Exemption Criteria. Specific criteria for either a delay or exemption is contained in references (d), (e) and (f).

a. Delay criteria include but are not limited to:

(1) Situations that will lead to severe mental or physical personal hardship.

(2) Situations that will lead to severe community hardship.

(3) Cases in which a female member has recently given birth.

(4) Cases where personnel are experiencing difficulty in arranging for dependent care as a result of a recent major change in circumstances.

(5) Personnel experiencing a temporary physical disability (condition impacting readiness for 30 days or less). In the case of such temporary physical disability, the member may be mobilized and placed in a less demanding assignment for which they are physically qualified.

b. Exemption criteria include but are not limited to:

(1) Pregnancy in the second or third trimester.

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(2) Students who are enrolled in a course of graduate study or training of medicine, dentistry, veterinary medicine, osteopathy, or optometry.

(3) Doctors of medicine or osteopathy undergoing intern or residency programs when authorized by the mobilization directive.

(4) Severe cases of personal or community hardship.

(5) Students who are preparing for the ministry in a recognized theological or divinity school.

(6) Students enrolled full time in high school and under 20 years of age.

(7) Reservists (officer and enlisted) who have not completed a twelve week basic training program.

c. During the review process for either a delay or an exemption, if it becomes apparent that the member no longer seems able to perform the functions of a SELRES or Ready Reservist, the NRA is free to consider the transfer of the member to the PIM.

6. Status of Recallee while Delay/Exemption is Pending

a. A recallee is subject to the UCMJ once notified of recall (reported to the initial activation site) unless a determination is made that the recallee is not physically qualified. While under delay or awaiting the status of delay/exemption requests, the status of the recallee is not changed.

b. Should a delay be granted, it is imperative that the status of the recallee with respect to jurisdiction under UCMJ be made clear. This responsibility lies with either the NRA or the PERSMOBTM CO, as appropriate.

7. Fair Treatment. It is considered that the "fair treatment" requirements of Title 10, USC 673(a) will be satisfied through annual screening of SELRES. If additional consideration is to be given to the fair treatment criteria, appropriate guidelines will be specified in the implementation directive.

8. NMPS POCS: COMNAVREG MIDLANT
Regional Chaplain (OOG)
Comm: (757) 322-2980
DSN: 262-2980

COMNAVREG MIDLANT
Head Regional Legal Officer (OOL)
Comm: (757) 322-2934
DSN: 262-2934

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Naval Legal Service Office Norfolk
Assistant Department Head (01)
Comm: (757) 444-4497/98, Ext. 357
DSN: 262-4497

NAVAIRES Norfolk
Manpower Officer (N73)
Comm: (757) 444-1494
DSN: 262-1494

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FORMAT FOR REQUESTING DELAY OR EXEMPTION

FIGURE I-1

IMMEDIATE

0 DDMMHHZMONYY

FM COMMAND (NRA, NMPS, COMNAVRESFOR OR NAVRESPERSSEN)

TO COMNAVRESFOR NEW ORLEANS LA//N32//OR COMNAVPERSCOM MILLINGTON

TN//PERS9//

INFO COMNAVPERSCOM MILLINGTON TN//PERS91//PERS92//

CNO OP ZERO ONE WASHINGTON DC//N312//

CNO WASHINGTON DC//095//

NMPS NORFOLK

BT

UNCLAS//N03060//

OPER/NAME//

MSGID/GENADMIN//

SUBJ/RESERVE ACTIVATION DEFERMENT/DELAY/EXEMPTION (AS APPLICABLE)

REQUEST ICO, NAME, RANK/RATE, SSN, DESIGNATOR (IF APPLICABLE)//

RMKS/1. A DESCRIPTION OF THE DEFERMENT/DELAY/EXEMPTION

REQUESTED: I.E., REASONS OF EXTREME PERSONAL HARDSHIP.

2. A DETAILED DESCRIPTION OF WHAT HAS BEEN DONE TO ALLEVIATE THE SITUATION.

3. A BRIEF STATEMENT OF HOW DELAY OR DEFERRAL ACTIONS WOULD EITHER ALLEVIATE OR RESOLVE THE PROBLEM.

4. THE NAME(S), ADDRESS(ES) AND AGE(S) OF THE SERVICE MEMBER AND MEMBER'S DEPENDENTS.

5. THE NAME(S), ADDRESS(ES) AND AGE(S) AND RELATIONSHIP OF ALL OTHER IMMEDIATE FAMILY MEMBERS (INCLUDE: PARENT(S), BROTHER(S), AND SISTER(S), REGARDLESS OF LOCATION (WHEN RELEVANT TO CONSIDERATION OF REQUEST; OTHERWISE NOT APPLICABLE).

6. SYNOPSIS OF MEDICAL DOCUMENTATION, IF APPLICABLE, TO INCLUDE ATTENDING PHYSICIAN'S NAME, AREA CODE AND TELEPHONE.

7. LOCATION OF SERVICE AND MEDICAL RECORDS WITH POINT OF CONTACT AND AREA CODE AND TELEPHONE NUMBER.

8. OTHER PERTINENT DATA.

9. TELEPHONE NUMBER WHERE MEMBER MAY BE CONTACTED.

10. COMMANDING OFFICER'S ENDORSEMENT:

A. MUST CONTAIN A DEFINITE RECOMMENDATION, I.E., APPROVAL, DISAPPROVAL OR IF IN THE COMMANDING OFFICER'S OPINION THE DELAY/DEFERMENT/EXEMPTION IS NOT THE ANSWER TO THE PROBLEM, RECOMMENDATIONS AS TO THE PROPER COURSE OF ACTION.

B. THE COMMANDING OFFICER'S BRIEF SYNOPSIS OF APPLICANT'S CASE. INCLUDE A STATEMENT AS TO WHAT ASSISTANCE HAS BEEN PROVIDED BY THE COMMAND AND LOCAL MILITARY AND CIVILIAN AGENCIES, I.E., CLERGY, SOCIAL WORKERS, NAVY RELIEF OR AMERICAN RED CROSS. ENSURE THAT THOSE AGENCIES, WHEN APPROPRIATE, HAVE BEEN CONTACTED TO GIVE ASSISTANCE.

C. APPLICANT'S DISCIPLINARY STATUS OR PENDING DISCIPLINARY ACTION. CASES OF MEMBERS AWAITING DISCIPLINARY ACTION WILL BE HELD IN ABEYANCE UNTIL DISCIPLINARY ACTION IS RESOLVED.

D. APPLICANT'S CURRENT DUTY STATUS, I.E., ON BOARD FOR DUTY, ON BOARD AT GAINING COMMAND, OR IN AN APPROVED DELAY STATUS.

E. MISCELLANEOUS PERSONAL DATA: DATE MEMBER REPORTED ABOARD PRESENT COMMAND. (IF ENLISTED, DATE OF ENLISTMENT AND EXPIRATION

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OF ENLISTMENT OR EXTENSION, PEBD, ETC.)

F. INFORMATION CONCERNING OBLIGATED SERVICE, IF ANY.

G. COMMAND TO WHICH MEMBER WILL BE ASSIGNED (ACTUAL DEPLOYMENT DATA WILL LIKELY BE CLASSIFIED).

H. A BREAKDOWN OF ACTIVE DUTY EARNINGS AND WITHHOLDINGS, IF APPLICABLE.

I. OTHER PERTINENT DATA.

J. POINT OF CONTACT WITH NAME AND TELEPHONE NUMBER (DSN/COMMERCIAL WITH AREA CODE).

11. COMMANDING OFFICER WILL CERTIFY THAT ALL INFORMATION IS ACCURATE AND FACTUAL. ORIGINAL DOCUMENTS WILL BE HELD AT THE RESERVE SITE AND MADE AVAILABLE UPON REQUEST.

12. MESSAGES SENT TO COMPLY WITH SEVEN DAY NOTIFICATION PER REF A, SHOULD BE SENT TO COMNAVRESFOR NEW ORLEANS LA, CODE 02 AND COMNAVPERSCOM MILLINGTON TN, PERS 92M.//

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ANNEX J

NMPS TRAINING AND EXERCISES

1. Policy. The LACMOB and all NMPS supporting commands will conduct training as needed to develop and maintain their capability to implement this plan. COMNAVREG MIDLANT will support mobilization exercises directed by higher authority, and conduct local exercises at the NMPS Norfolk level with a goal of exercising the NMPS Norfolk at least annually. Exercises will be structured to maximize learning and foster teamwork. PERSMOBTMs 3106 and 504 should be available to supporting commands to assist with NMPS-related training goals.

2. Responsibilities

a. All NMPS supporting commands will include the above training policy goals in their annual plans.

b. PERSMOBTMs 3106 and 504 will maximize on-site peacetime support to local commands in order to enhance the knowledge, skills, and teamwork of their unit members.

c. All commands should coordinate with CO, PERSMOBTM 3106 or PERSMOBTM 504 directly to request training in concert with LACMOB and SRA representatives.

d. The LACMOB, SRA, and CO, PERSMOBTMs 3106 and 504 will confer on the planning, conduct, and evaluation of mobilization exercises. LACMOB will coordinate local exercise scheduling with those supporting commands expected to participate.

e. Lessons learned will be incorporated into after action reports for every exercise. This will be forwarded to the LACMOB for consolidation into a NMPS report. The LACMOB will forward a copy of the consolidated reports to COMNAVPERSCOM (PERS 92M).

3. <u>NMPS POCs</u> :	Commanding Officer	Commanding Officer
	PERSMOBTM 3106	PERSMOBTM 504
	Comm: (310)870-4596	Comm: (757)443-1801

COMNAVREG MIDLANT
Operations Officer (N30)
Comm: (757) 322-2791
DSN: 262-2791

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ANNEX K

NAVAL RESERVE ACTIVITY RESPONSIBILITIES

1. Overview. This section provides background on what is typically done by the NRAs in activating Reservists prior to sending them to the NMPS.

2. Discussion. The Naval Reserve Readiness Commands are responsible for overseeing the activation process capabilities at the NRAs. Each center will tailor procedures to ensure that the NMPS receives Reservists with the maximum level of mobilization readiness.

3. Activation of Selected Reserve Personnel. SELRES personnel will be activated at the NRA to which their unit is attached. Activation will be in accordance with reference (a) and include (but is not limited to) the following:

a. Notification. NRA notifies individual of mobilization by telephone.

b. Delay or Exemption Screening. Upon reporting, individuals are screened for possible delay or exemption. If a member has a problem that might preclude mobilization, he/she is referred to a Special Case Board (SCB). Ideally, this board will consist of a Judge Advocate, a Chaplain, and a Line Officer, who will gather the facts and make a recommendation to the CO of the NRA. At small centers where such personnel are not readily available, the CO may have to gather the facts, and then consult by telephone or fax with a Judge Advocate and/or Chaplain. At larger centers, Judge Advocates and Chaplains may be brought in on a rescheduled drill basis in order to convene a SCB. If the person being mobilized meets the exemption criteria, a Page 13 entry is made so indicating, and the member is released. If the NRA CO deems it appropriate to grant a delay of up to seven days, a Page 13 so noting will be made. If the CO decides against the member's request, the member will return to the processing flow and move on to the NMPS. If delays of over seven days are required, requests are forwarded in accordance with Annex I.

c. Medical Screening. The member's records are screened by a Corpsman. If the Reservist meets the mobilization criteria, medical and dental records are issued. If there is a medical problem that requires further consideration, the member is referred to a Medical Officer for a determination and possible delay and exemption board consideration.

d. Orientation Briefing. For a small scale mobilization, it is not cost effective to provide briefings for the small numbers being activated. Personnel being mobilized should be scheduled in groups of at least 15-20 at a time. Due to the uncertainty of such groupings

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when individuals are being mobilized, videotaped briefings should be available in order to provide the standard briefing information. Personnel being mobilized should write down any questions occurring to them as they watch the tapes. NRA personnel will be available to answer questions at the conclusion of the tape. In some cases, the answers may have to be researched (particularly legal questions if a Judge Advocate is not present at the NRA.)

e. Seabag Inspection. The NRA CO shall designate a senior enlisted member of his/her staff to conduct a seabag inspection for all personnel E-6 and below.

f. Administrative Processing. Members must update their Dependency Record of Emergency Data (Page 2). If the member is not already on the Direct Deposit System, bank routing numbers must be obtained for that purpose. If member is not in the DEERS system, he/she must be enrolled by filling out form DD 1172. The member must also file an Employees Withholding Allowance Certificate (W-4). For enlisted members, it must be determined whether sufficient obligated service remains on his/her service agreement. If not, the member must be processed for an extension. When all paperwork is completed, the member is issued his/her service record and orders. During mobilization, Reserve Standard Training Administration Readiness Support (RSTARS) individual status change procedures will be utilized. The NRA will be responsible to the LACMOB for ensuring that appropriate entries are completed.

g. Transportation Arrangements. The Supply Department will make travel arrangements to the designated NMPS, and make local messing and berthing arrangements, if required, until transportation to the NMPS is available.

4. NMPS POC: Naval & Marine Corp Reserve Center
Mobilization/Manpower Officer (N11)
Comm: (757) 462-5781

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ANNEX L

NMPS MANNING

1. NMPS Staffing

a. Overview. Adequately staffing the NMPS will be one of the highest priorities during a large-scale mobilization. The LACMOB, SRA, PERSMOBTM COs, and all supporting commands will need to coordinate staffing requirements to meet expected activity levels.

b. Background. The basic strategy for staffing NMPS functions is as follows:

(1) CURRENT PLAN: Mixed staffing based on throughput level:

(a) 0 - 20/Day - Accomplished by NMPS active duty staff

(b) 21 - 50/Day - Accomplished by NMPS active duty staff plus a portion of the PERSMOBTM personnel

(c) 51 - 600/Day - Accomplished by NMPS active duty staff plus all PERSMOBTM personnel and additional personnel (NAVMEDECEN, NAVDENCEN, NAVLEGSVCOFF Reserve support units)

c. Current status. The PERSMOBTMs 3106 and 504 are currently allocated similar manning levels. Current levels are designated within the parentheses. Current enlisted rates (ratings and/or paygrades) of assigned individuals may not directly correspond to allocated billets (ie, although unit is allocated three PNC's, actual manning reflects one YNCS, one YNC, and one PN2).

Total Officers Allotted: 9 Actual Officers Onboard: 7

Rank	1XXX	21XX	25XX	31XX	41XX
O-6	0	0(1)	0	0	0
O-5	1(1)	1(0)	0	0	0
O-4	2(1)	0	2(1)	1(1)	1(1)
O-3	1(1)	0	0	0	0

Total Enlisted Allotted: 17 Actual Enlisted Onboard: 15

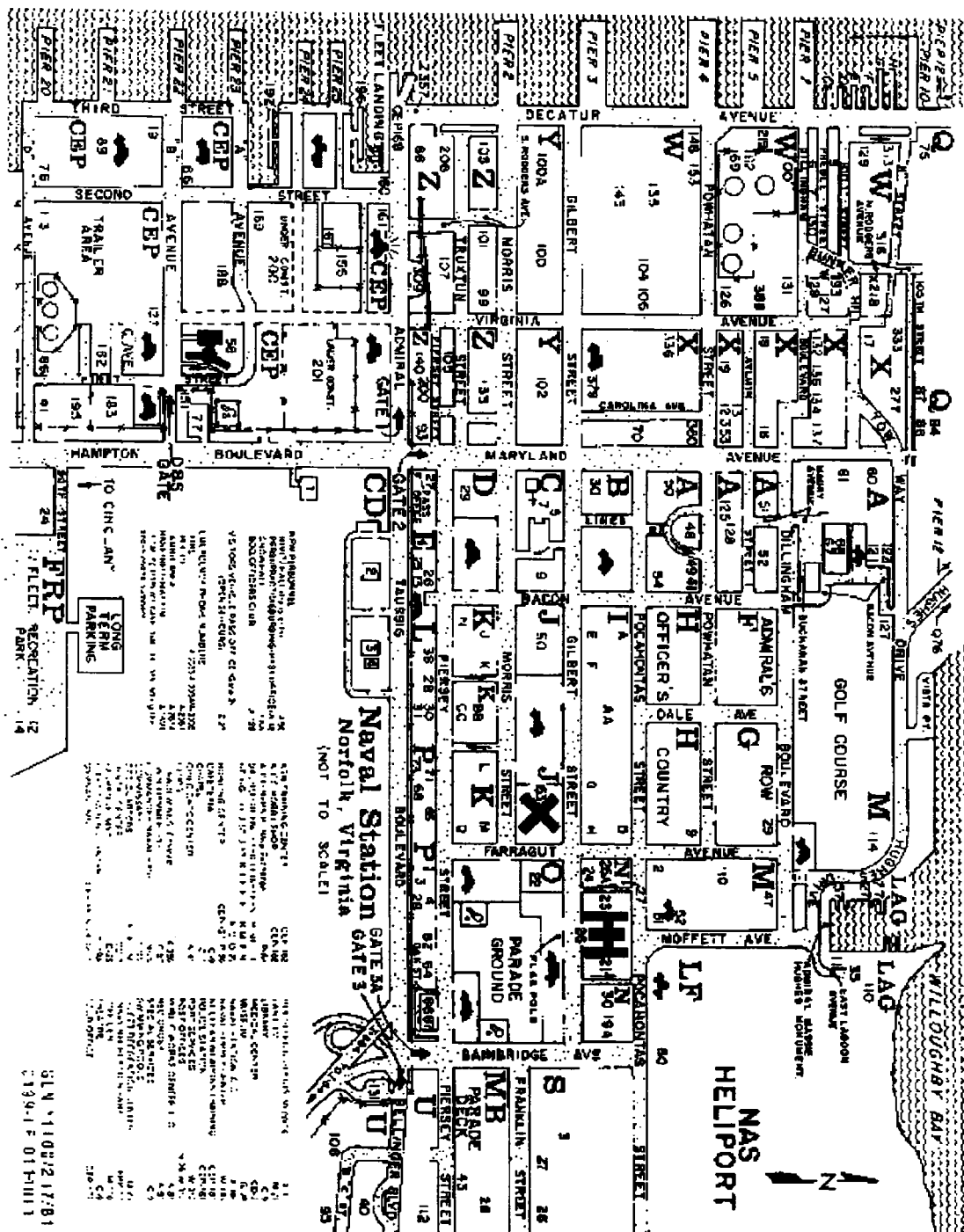
Rank	DP	HM	PN	SK	YN
E-8	0	0	0	0	0(1)
E-7	0	0	3(0)	0	1(1)
E-6	1(1)	1(0)	1(1)	0	1(0)
E-5	0	0(1)	1(1)	1(1)	4(5)
E-4	0	0	0(2)	0	3(1)

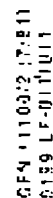
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D. Full Manning Requirements. In order to support/process mobilization/demobilization of more than 20 Reservists per day, NMPS supporting functions would require increased manning levels.

2. NMPS POCs: Commanding Officer
PERSMOBTM 3106
Comm: (301) 870-4596
- Commanding Officer
PERSMOBTM 504
Comm: (757) 443-1801

The attached maps show the locations of NMPS Norfolk facilities and activities.





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ANNEX N

OTHER NAVY MOBILIZATION PROCESSING SITES

1. This annex provides a listing of all NMPS sites.
2. The 14 NMPSs are designated as either General Purpose or Special Purpose. Ten are designated as "General Purpose" in that they will mobilize Naval Reservists from all NRAs in their AOR, usually three to four surrounding states. These sites are as follows:
 - a. New London, CT
 - b. Washington, DC
 - c. Norfolk, VA
 - d. Jacksonville, FL
 - e. Pensacola, FL
 - f. Memphis, TN
 - g. Great Lakes, IL
 - h. Bremerton, WA
 - i. San Diego, CA
 - j. Pearl Harbor, HI
3. The following sites are designated "Special Purpose":
 - a. Gulfport, MS - Mobilizes Construction Battalions
 - b. Port Hueneme, CA - Mobilizes Construction Battalions
 - c. Camp Lejeune, NC - Mobilizes Naval Reservists supporting Marines
 - d. Camp Pendleton, CA - Mobilizes Naval Reservists supporting Marines

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ANNEX O

LIST OF ACRONYMS

ADDU	Additional Duty
ADSW	Active Duty for Special Work
AOR	Area of Responsibility
BDU	Battle Dress Uniform
CINC	Commander-in-Chief
CINCLANTFLT	Commander-in-Chief, Atlantic Fleet
CINCPACFLT	Commander-in-Chief, Pacific Fleet
COA	Course of Action
COMNAVPERSCOM	Navy Personnel Command
CONUS	Continental United States
DCNO	Deputy Chief of Naval Operations
DJMS	Defense Joint Military Pay System
DEERS	Dependent Enrollment System
DODFMR	Department of Defense Financial Management Regulations
FISC	Fleet and Industrial Supply Center
FSC	Family Services Center
FTS	Full Time Support
FY	Fiscal Year
HHG	Household Goods
HIV	Human Immunodeficiency Virus
HMMWV	High Mobility Multipurpose Wheeled Vehicle
IMS	Individual Mobilization Status
IRR	Individual Ready Reserve (part of the PIM)
JAG	Judge Advocate General
JCS	Joint Chiefs of Staff
JPTTA	Joint Personnel Training and Tracking Activities
JSCP	Joint Strategic Capabilities Plan
LACMOB	Local Area Coordinator for Mobilization
MAA	Master-At-Arms
MAS	Mobilization Availability Status
MMSP	Manpower Mobilization Support Plan
MOBEX	Mobilization Exercise
MOU	Memorandum of Understanding
MRC	Major Regional Contingency
NAVBASE	Naval Base
NAVPTO	Naval Personnel Transportation Office
NAVSTA	Naval Station
NCA	National Command Authority
NCMP	Navy Capabilities and Mobilization Plan
NEC	Navy Enlisted Classification Code
NLSO	Naval Legal Services Office
NMPS	Navy Mobilization Processing Site
NOBC	Navy Officer Billet Code
NRA	Naval Reserve Activity (i.e. Reserve Center)
NAVMARCORESCEN	Naval and Marine Corps Reserve Center
OCIE	Organizational Clothing and Individual Equipment
OSD	Office of the Secretary of Defense

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PERSMOBTM	Naval Reserve Personnel Mobilization Team (also "NR PERSMOBTM")
PIM	Pretrained Individual Manpower
PLA	Plain Language Address
POA	Power of Attorney
POE	Port of Embarkation
POM	Preparation and Onward Movement
POV	Privately Owned Vehicle
PERSUPPACT	Personnel Support Activity
PERSUPPDET	Personnel Support Activity Detachment
PSRC	Presidential Selected Recall
RESCEN	Reserve Center (also "NRA")
RSTARS	Reserve Standard Training Administration Readiness Support
SCB	Special Cases Board
SDS	Source Data System
SELRES	Selected Reserve (member drills in a paid mobilization billet)
SGLI	Serviceman's Group Life Insurance
SRA	Senior Reserve Advisor
TAD	Temporary Assigned Duty
TAR	Training and Administration of Reserves
USERRA	Uniformed Services Employment and Reemployment Rights Act

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-- NMPS MOBILIZATION CHECK LIST --

NMPS MOBILIZATION PROCESSING FOR SELECTED RESERVISTS

NOTE: ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NMPS.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 ULTIMATE DUTY STATION: _____ UIC: _____

A. INITIAL NMPS REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS A DELAY OR EXEMPTION REQUEST? IF YES, WHAT ARE THE REASONS? _____ _____ _____ _____ _____ _____ _____			
2. RESERVIST REQUIRES A SPECIAL CASES BOARD BE CONDUCTED? IF YES, EXPLAIN FINAL DETERMINATION: _____ _____ _____ _____ _____ _____ _____ _____			
3. IF REQUIRED, CRC (JPOM) CHECKLIST PROVIDED?			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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B. PSD REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. GREEN ID CARD ISSUED?				
2. IF REQUIRED, A VALID GENEVA CONVENTION CARD ISSUED?				
3. IF REQUIRED, DOG TAGS (TWO, W/ CHAIN) ISSUED?				
4. ENTERED INTO MAPMIS AS A GAIN?				
5. MMPA ESTABLISHED AND AUDITED?				
6. IF RESERVIST HAS MILITARY OR PRIOR MILITARY SPOUSE, HAS DON FAMILY CARE PLAN CERTIFICATE (NAVPERS 1070/6) BEEN PREPARED AND VERIFIED?				
7. NAVPERS 1070/602 (PAGE 2) UPDATED AND VERIFIED?				
8. DEERS ENROLLMENT INFORMATION VERIFIED AND ENTERED IN RAPIDS?				
9. DEPENDENT ID CARD APPLICATIONS PREPARED?				
10. BAH II ENTITLEMENT REVIEWED AND PROPER EVENT REPORTED?				
11. BAH I ENTITLEMENT REVIEWED AND INITIATED?				
12. RESERVIST ADVISED OF MONTGOMERY GI BILL BENEFITS?				
13. TRICARE ELECTION CERTIFICATE VERIFIED, COMPLETE AND IN RESERVIST'S SERVICE RECORD?				

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
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7:1 FEB 2000

				DATE
14. SGLI VERIFIED OR INITIATED? (INFORM MEMBER THAT AMOUNT OF SGLI COVERAGE CURRENTLY IN FORCE WILL CARRY OVER TO ACTIVE DUTY UNLESS THE MEMBER INITIATES A CHANGE. SUBMIT AN INITIAL ELECTION OR CHANGE IF APPROPRIATE.)				
15. DOES RESERVIST HAVE NECESSARY SECURITY CLEARANCE AND CORRECT OPNAV 5520/20 IN SERVICE RECORD?				
16. COMPLETE HISTORY OF ASSIGNMENT (NAVPERS 1070/605) ENTERED?				
17. DD-2058 (STATE OF LEGAL RESIDENCE) VERIFIED OR PREPARED?				
18. STATE/FEDERAL TAX WITHHOLDING FORMS VERIFIED/PREPARED? (W-4)				
19. ALLOTMENT REQUESTS COMPLETED/PROCESSED? (NAVCOMPT 2273)				
20. IF REQUIRED, TRAVEL OR COUNTRY CLEARANCE PREPARED IN ACCORDANCE WITH OPNAVINST 4650.11E?				
21. PAGE 13 (NAVPERS 1070/613) ENTRY AFFIDAVIT OF NON-RECEIPT OF PENSION OR DISABILITY COMPENSATION COMPLETED AND SIGNED IF NOT COMPLETED BY THE NRC/NRA?				

FEB 2000

	YES	NO	NO, HOLD AND REASON	CORRECTED COPY
22. FOR OFFICERS ONLY: REPORT OF HOME OF RECORD AND PLACE IN WHICH ORDERED TO A TOUR OF ACTIVE DUTY (NAVPERS 1070/74) COMPLETED IF NOT COMPLETED BY THE NRC/NRA?				
23. ENTITLEMENT TO PER DIEM VERIFIED IN ORDERS?				
24. SERVICE RECORD SCREENED FOR SANCTUARY? IF RESERVIST WILL BECOME ELIGIBLE FOR SANCTUARY WHILE ON ORDERS CONTACT BUPERS (PERS-91).				
25. FOR ENLISTED ONLY: REENLISTMENT PROCESS INITIATED AS NECESSARY?				
26. ENROLLED IN EFT?				
27. SPECIAL PAY AND ALLOWANCES PROPERLY INITIATED?				
28. ENTITLEMENT TO SPECIAL CLOTHING ALLOWANCE INITIATED?				
29. FAMILY SEPARATION ALLOWANCE INITIATED?				
30. IF REQUESTED, ADVANCED TRAVEL PAY INITIATED?				
31. BENEFITS AND ENTITLEMENTS REVIEWED W/RESERVIST (PER POLICY GUIDANCE)?				

1 FEB 2000

	YES	NO	NO, HOLD AND REASON	CORRECTED DATE
32. SERVICE RECORD WITH RESERVIST?				
33. ORDERS PROPERLY ENDORSED?				
34. TICKETS WITH GTR TRANSPORTATION ARRANGED FOR FORWARD DEPLOYMENT WITH RESERVIST?				
35. IF REQUIRED, DOES RESERVIST NEED TO APPLY FOR A PASSPORT/VISA?				

SIGNATURE OF CERTIFYING PSD OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

C. MEDICAL REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. PHYSICAL EXAM CURRENT AND SF 88/SF 93 REVIEWED?				
2. INOCULATIONS AND IMMUNIZATIONS CURRENT?				
3. REQUIRED INOCULATIONS AND IMMUNIZATIONS FOR DEPLOYMENT AREA COMPLETED?				
4. IF REQUIRED, TWO MEDICAL WARNING TAGS?				
5. PREVENTIVE MEDICINE BRIEF PROVIDED?				
6. HIV TEST RECORDED AND WITHIN SIX MONTHS OF DEPLOYMENT? IF RESULTS ARE POSITIVE, CONTACT CNO/N1 FOR EXEMPTION.				

1 FEB 2000

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
7. IF REQUIRED, DNA SAMPLE COLLECTED?				
8. ANY MEDICAL CONDITION WHICH COULD AFFECT MOBILIZATION (PREGNANCY, DISEASE, HANDICAP, INJURY, PSYCHIATRIC COUNSELING, ETC? EXPLAIN CONDITION: _____ _____				
9. IF RESERVIST STATED YES TO ITEM #8 ABOVE, IS DOCUMENTATION FOR THIS MEDICAL CONDITION IN THEIR MEDICAL RECORD?				
10. NECESSARY EYEGLASSES AND OR HEARING AIDS WITH RESERVIST?				
11. GAS MASK EYE INSERTS REQUIRED?				
12. RESERVIST'S CIVILIAN PRESCRIBED MEDICATIONS REVIEWED?				
13. PERSONAL PRESCRIPTIONS (180 DAY SUPPLY)?				
14. RESERVIST IS A PARTICIPANT OF THE EXCEPTIONAL FAMILY MEMBER PROGRAM?				
15. MEDICAL RECORD WITH RESERVIST?				
16. EVALUATED AND DETERMINED FIT FOR FULL ACTIVE DUTY NAVY STANDARDS?				

1 FEB 2000

SIGNATURE OF CERTIFYING MEDICAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER _____

DATE/TIME: _____

D. DENTAL REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. CLASS 1/2?				
2. CURRENT PANORAL AND BITEWING X-RAYS IN RECORD?				
3. ANY DENTAL CONDITION WHICH MAY DELAY MOBILIZATION? IF YES, EXPLAIN: _____ _____				
4. DENTAL RECORD WITH RESERVIST?				
5. COMPLETE DENTAL RECORD ON FILE?				

SIGNATURE OF CERTIFYING DENTAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

1 FEB 2000

E. LEGAL REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. COUNSELED ON SOLDIERS' AND SAILORS' CIVIL RELIEF ACT (SSCRA) (INCLUDING REVIEW OF ANY UNRESOLVED CIVILIAN LITIGATION MATTERS)?				
2. COUNSELED ON FAMILY LEGAL NEEDS (ENSURE RESERVIST HAS CURRENT WILL/POA/SGLI)?				
3. BRIEFED ON UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) PROVISIONS?				
4. BRIEFED ON GENEVA CONVENTION?				
5. ANY OUTSTANDING LEGAL NEEDS? IF YES, EXPLAIN: _____ _____				
6. DOES RESERVIST HAVE ANY PENDING CIVIL OR CRIMINAL ISSUES/CHARGES? (THIS WOULD INCLUDE DIVORCE OR CHILD CUSTODY ISSUES.) IF YES, CONSULT CNO/N1/BUPERS TO DETERMINE POSSIBLE DELAY OR EXEMPTION STATUS.				

SIGNATURE OF CERTIFYING LEGAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

F.1 FEB 2000

F. FAMILY SERVICE CENTER (FSC) REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. DOES RESERVIST HAVE ANY FAMILY MEMBER(S) WITH SPECIAL NEEDS, MEDICAL, ETC?				
2. RESERVIST BRIEFED ON AVAILABLE SERVICES AND PROVIDED HANDOUTS TO PASS ON TO FAMILY?				
3. RESERVIST PROVIDED POINTS OF CONTACT OF THE NEAREST FSC/OMBUDSMAN FOR THEIR DEPENDENT(S)?				

SIGNATURE OF CERTIFYING FSC OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

G. SUPPLY REQUIREMENTS:

	YES	N/A	NO, HOLD REASON	CORRECTED DATE
1. RESERVIST HAS COMPLETE SEABAG?				
2. ORGANIZATIONAL CLOTHING ISSUED (FOR RESERVISTS NOT PROCESSING THROUGH CRC/JPOM)?				

SIGNATURE OF CERTIFYING SUPPLY OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

1 FEB 2000

H. NMPS FINAL CERTIFICATION:

	YES	NO	N/A
1. RESERVIST DOES NOT MEET MOBILIZATION REQUIREMENTS AND WILL RECEIVE A SPECIAL CASES BOARD. (DELAY AND EXEMPTION DETERMINATION). EXPLAIN: _____ _____			
2. BOARD DETERMINATION: _____ _____ _____			
3. NMPS HAS COMPLETED ALL MOBILIZATION REQUIREMENTS AND RESERVIST IS READY TO PROCEED TO FOLLOW-ON COMMAND? IF NO, REASON: _____ _____			
4. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT IDENTIFYING RESERVISTS COMPLETING MOBILIZATION AND THEIR EXPECTED REPORT DATE TO THE FOLLOW-ON AND/OR GAINING COMMAND?			
5. RESERVIST INCLUDED IN THE MOBILIZATION AND/OR ADSW STATUS REPORT TO DCNO (N1)?			
6. ORDERS AND SERVICE, MEDICAL AND DENTAL RECORDS WITH RESERVIST?			
7. RESERVIST BRIEFED ON FOLLOW-ON COMMAND TRAVEL PLANS AND ETA?			
8. RESERVIST PROVIDED WITH FOLLOW-ON COMMAND CONTACT PHONE NUMBER FOR ENROUTE DELAYS: _____			

7.1 FEB 2000

	YES	NO	N/A
9. RESERVIST PROVIDED A COPY OF THEIR COMPLETED MOBILIZATION CHECKLIST TO RETAIN? IF CRC (JPOM) IS REQUIRED, PROVIDE RESERVIST A COPY OF THE MOBILIZATION CHECK LIST TO PROVIDE TO THE CRC (JPOM) ACTIVITY. THE NMPS RETAINS THE COMPLETED ORIGINAL MOBILIZATION CHECKLIST FOR THE RESERVIST'S PERSONAL RECALL FILE.			
10. IF CRC (JPOM) IS REQUIRED, DOES THE RESERVIST HAVE THE COMPLETED ORIGINAL CRC (JPOM) CHECKLIST TO PROVIDE TO THE CRC (JPOM) ACTIVITY AND A COPY FOR HIMSELF/HERSELF? A COPY OF THE CRC (JPOM) CHECKLIST IS RETAINED AT THE NMPS IN THE RESERVIST'S PERSONAL RECALL FILE.			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

1 FEB 2000

-- NMPS DEMOBILIZATION CHECKLIST--**NMPS DEMOBILIZATION PROCESSING FOR SELECTED RESERVISTS****NOTE:** ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NMPS.

NAME: _____
 SSN/DESIGNATOR: _____
 UNIT ASSIGNED: _____
 DUTY STATION DEPARTING: _____

RANK/RATE: _____
 SEX: M _____ F _____
 UIC: _____
 UIC: _____

A. PSD REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST OUTPROCESSED THROUGH CRC (JPOM), IAW OPERATION GUIDANCE?			
2. OFFICER AND ENLISTED SEPARATION CODES ENTERED IN OPINS AND NCS?			
3. RESERVIST'S LEAVE CLOSED OUT?			
4. RESERVIST ISSUED VALID RESERVE ID CARD? IF APPLICABLE, RESERVISTS INFORMED TO HAVE THEIR DEPENDENTS EXCHANGE THEIR ID CARDS.			
5. CLOSE THE MMPA INCLUDING COMPLETION OF THE FORECAST SEPARATION PAY COMPUTATION.			
6. RESERVIST HAS SERVICE RECORD IN HAND?			
a. ANY DISCIPLINARY ACTION PENDING (CHECK SERVICE RECORD FOR NOTATION)?			
b. SANCTUARY SCREENING (IS RESERVIST WITHIN TWO YEARS OF BECOMING ELIGIBLE FOR RETAINER OR RETIRED PAY, BASED ON 20 YEARS OF ACTIVE MILITARY SERVICE AND MAXIMUM AGE IAW BUPERSINST 1001.39B SEC. 105)?			
7. RESERVIST HAS PROPERLY ENDORSED ORDERS IN HAND?			
8. RESERVIST HAS TICKETS FOR TRANSPORTATION TO NRA?			
9. TRAVEL CLAIM LIQUIDATED?			
10. RESERVIST PAID TO DATE UPON RELEASE?			
11. RESERVIST ISSUED DD-214 ?			
12. RESERVIST HAS BEEN OUT-PROCESSED AND NO FURTHER ACTION PENDING. IF NO, DOCUMENT PENDING ACTION:			

1 FEB 2000

SIGNATURE OF CERTIFYING PSD OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

B. MEDICAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS MEDICAL RECORDS IN HAND?			
2. RESERVIST RECEIVED COMPLETE SEPARATION PHYSICAL EXAMINATION BEFORE SEPARATION (PER MANUAL OF THE MEDICAL DEPARTMENT, CHANGE 110, ARTICLE 15-28, PARA 7B)? *			
3. RESERVISTS ASSIGNED TO AOR HAVE MET SPECIAL MEDICAL EXAMINATION REQUIREMENTS AND RECORD IS ANNOTATED?			
4. HIV TEST RECORDED AND CURRENT?			
5. ANY MEDICAL CONDITION REQUIRING RESERVIST BE PLACED IN A HOLD STATUS? EXPLAIN: (IF RESERVIST IS PLACED ON MEDICAL HOLD CONTACT BUPERS (PERS-922)). _____ _____			
6. RESERVIST'S FOLLOW-ON MEDICAL ELIGIBILITY EXPLAINED?			

* NOTE FOR MEDICAL OFFICIAL: THIS RESERVIST IS ON ACTIVE DUTY, **NOT** ACTIVE DUTY FOR TRAINING, AND THEREFORE REQUIRES A **COMPLETE** MEDICAL EXAMINATION REGARDLESS OF PERIOD SERVED. REPORT ANY HOLDS OF 7 DAYS OR MORE TO BUPERS (PERS 3, 9, 10), INFO COMNAVRESFOR (N32) AND BUMED (05/07) AND INCLUDE IDC CODE.

SIGNATURE OF CERTIFYING MEDICAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

1 FEB 2000

C. DENTAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS DENTAL RECORD IN HAND?			
2. RESERVIST RECEIVED COMPLETE SEPARATION DENTAL EXAMINATION BEFORE SEPARATION (PER MANUAL OF THE MEDICAL DEPARTMENT, CHANGE 110, ARTICLE 15-28, PARA 7B)?*			
3. ANY DENTAL CONDITION REQUIRING RESERVIST BE PLACED IN A HOLD STATUS? EXPLAIN:			

* NOTE FOR DENTAL OFFICIAL: THIS RESERVIST IS ON ACTIVE DUTY, **NOT ACTIVE DUTY FOR TRAINING**, AND THEREFORE REQUIRES A **COMPLETE** DENTAL EXAMINATION REGARDLESS OF PERIOD SERVED. REPORT ANY HOLDS OF 7 DAYS OR MORE TO BUPERS (PERS 3, 9, 10), INFO COMNAVRESFOR (N32) AND BUMED (05/07) AND INCLUDE IDC CODE.

SIGNATURE OF CERTIFYING DENTAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

D. LEGAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST DESIRES A REVIEW OF THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)?			

SIGNATURE OF CERTIFYING LEGAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

E. FAMILY SERVICE CENTER (FSC) REQUIREMENTS:

	YES	NO	N/A
1. FAMILY SERVICE CENTER BRIEFS ON DOD AND NAVY PROGRAMS RESERVISTS AND THEIR FAMILIES ARE ELIGIBLE FOR AS A RESULT OF RECALL?			

SIGNATURE OF CERTIFYING FSC OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

F. FINAL NMPS ISSUES:

1 FEB 2000

	YES	NO	N/A
1. RESERVIST RETURNED ORGANIZATIONAL GEAR TO SUPPLY IF ISSUED AT NMPS?			
2. ORDERS AND SERVICE, MEDICAL AND DENTAL RECORDS WITH RESERVIST?			
3. NMPS HAS COMPLETED ALL DEMOBILIZATION REQUIREMENTS AND RESERVIST IS READY TO REPORT BACK TO THEIR NRA?			
4. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT IDENTIFYING RESERVISTS COMPLETING DEMOBILIZATION AND THEIR EXPECTED REPORT DATE TO THE NRA?			
5. RESERVIST INCLUDED IN THE MOBILIZATION AND/OR ADSW STATUS REPORT TO CNO (N1)?			
6. RESERVIST BRIEFED ON FOLLOW-ON NRA TRAVEL PLANS AND ETA ?			
7. RESERVIST PROVIDED WITH FOLLOW-ON NRA CONTACT PHONE NUMBER FOR ENROUTE DELAYS: _____ _____ _____			
8. RESERVIST PROVIDED TWO COPIES OF COMPLETED DEMOBILIZATION CHECKLIST (ONE TO RETAIN AND ONE TO PROVIDE TO NRA)? FOR PIMS, PLACE NRA COPY IN THEIR SERVICE RECORD. THE COMPLETED ORIGINAL DEMOBILIZATION CHECKLIST IS RETAINED AT THE NMPS IN THE RESERVIST'S PERSONAL RECALL FILE.			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____